Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
158#:								
Schedule #: 981 94:Continuity of Operations Plan								
Emergency Planning/Continuity of Operations involves activities related to the processes of planning, responding to, and mitigating damaging events. It also involves activities associated with the identification of critical systems and processes, and the planning and preparation required to ensure that these systems and processes will be available in the event of a catastrophic event (known as Continuity of Operations planning, of COOP) Also retained in digital format. Both paper and digital will be retained until updated.	Mixed	9/7/2018	Destroy When Updated	0	No Retention	0	Destroy	Current
Schedule #: 1246 79#:Trade Assistance Adjustment Program (TAA)								
When people are dislocated because of foreign competition in trade the TAA program certifies candidates for training, relocation and reemployment services. Files include: contracts, supplements, amendments, certification, invoices and related correspondence.	Paper	7/28/1998	Years	3	Years	3	Destroy	Current
Schedule #: 1659 82#:Work Opportunity Tax Credit (WOTC) and Welfare-to-Work (WtW) Tax Credit program								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Files are kept to support this nation-wide Federal IRS tax credit program which allows a tax deduction from wages paid to applicants that fall under hard to place target groups: Temporary Aid for Needy Families (TANF)/Food Stamp recipients; long-term TANF recipients (WtW program); veterans receiving food stamps; ex-felons; supplemental security income (SSI) recipients; vocational rehabilitation clients; and residents of Federal Empowerment Zones/Enterprise Communities. Applications (Form 8850 and ETA-9061) are completed by each new hire of any for-profit business, large or small, ie: Wal-Mart, Hannaford Bros, Sears, All-4-U, Tracy's Express, etc. Forms for Maine businesses are submitted to BES; DOL staff review for eligibility, and makes decision to certify or deny. Applications with no verification are considered Pending. Paperwork may include, but is not limited to: Form 8850 Pre-screening Notice & Certification Request; ETA-9061 (Individual Characteristics Form); original or copy of mailing envelope, copies of misc. verification documentation; ie: driver's lic.; birth certif.; printouts of benefits from DHHS, Social Security Admin.; statements from Vocational Rehabilitation; Veterans DD-214, statements from Dept. of Corrections; general correspondence, and whatever else may be applicable to the target group applied for. Samples of paperwork are attached.	Paper	8/28/2006	Years	1	Years	5	Destroy	Current

Schedule #: 1660 83#:Business Visitation Program Survey and Reports

Records from the Business Visitation Program (BVP) are kept as a consolidation of information received through surveys and task force meetings. These provide a better understanding of economic development and how business expansion and retention efforts provide a cornerstone for it. These confidential surveys provide a clearer picture of the role of community, economic development, and workforce development practitioners, university and other educational facility leaders, policy makers, and other professionals have in community development. The Business Visitation Program Manager as well as the "Sponsor" of the survey and the task force charged with the responsibility of the interpretation of the raw data and the action steps to be taken use the records. This results in a final report of the confidential survey. In order for us to gather "real" information from employers and businesses we promise and keep the actual surveys confidential. We use this information to develop an "Action Plan" for the Industry or Community for them to work on/with over the next year or two. Typical files include this report and communication between parties and the individual, surveys taken by the business, industry or community.	Paper	8/28/2006	Years	3	Years	7	Destroy	Current

Schedule #: 1661 84#:Bureau of Employment Services - National Emergency Grants

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
These files are for the National Emergency Grants. All staff uses these records. These records support all grants received by the agency from U.S. Department of Labor. In a typical file you could find the initial grant application, the award of the grant, and any adjustments to the grant either by the agency or U.S. Department of Labor, as well as any correspondence between the agency and U.S. Department of Labor. These grants are applied for when a company is closed and workers are dislocated. These grants are used to provide re-training, relocation, and schooling for the dislocated workers.	Paper	8/28/2006	Years	1	Years	2	Destroy	Current

Schedule #: 1662 85#:Apprenticeship Registrations

Registration form for Apprentice and Pre-Apprentice with original signature, date of birth, and social security number of apprentice and pre-apprentice as well as signature of company. This supports the Maine Apprentice Program, which is an employer customized, systemic training program combining on-the-training with occupation specific post-secondary classroom instruction. The form gives all information as it relates to the apprentice. The company, the apprentice, and the Career Center staff person use a copy of the original, which includes name and address of apprentice, name and contact of the company, the length of time of the apprenticeship, social security number of the apprentice, date of birth of the apprentice, telephone number of the apprentice, and apprentice occupations. The goal of this program is to provide employer driven customized training to increase workers skills and knowledge.	Paper	8/28/2006	Years	1	Years	4	Destroy	Current

Schedule #: 1663 86#:Maine Dept. of Labor Training and Billing Records for Schools and Agencies

These are financial records generated when a staff person visits a school or agency to provide assistance using the career development software. High school students use the career development software to explore careers and to explore colleges. These records support the Career Resource Network program and staff visits or career days at the schools. They are used for reference and research to provide information on invoices and payments when questions arise. Records include name and address of school or agency, amount invoiced and dates of invoicing, as well as the dates that staff visited a school or agency.	Paper	8/28/2006	Years	1	Years	1	Destroy	Current

Schedule #: 1682 91#:Workforce Investment Program

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The Maine Department of Labor maintains these records pertaining to the programs and services funded by the Workforce Investment Act. These programs are delivered by Maine Dept of Labor employees and community based contractors. The services include employment and training services, including counseling, workshops, assessments, job referrals, skills development for obtaining jobs, how to use labor market information, and other services to help Maine residents find job training and employment. These records include grant applications, service delivery plans, financial awards, reports on quarterly and annual program performance, changes in any grants or contracts, requirements for the administration of the programs that are funded by the USDOL Employment and Training Administration under the Workforce Investment Act, and supporting documentation and program guidance. The records are used to document performance, financial awards, and how to apply for the supporting funds. They are also used to confirm and record program quality assurance activities and results. Planning for future programs funded by the Workforce Investment Act depends on being able to maintain and refer to these files. Any grievances or disputes over funding or performance are supported by these records. The US Dept of Labor uses the info to decide on funding levels and it is important that we maintain independent files for the purposes of planning and negotiating funding and performance standards for the programs funded by the Workforce Investment Act. The records are used by the Bureau of Employment Services Director, Deputy Director, Labor Program Specialists, CareerCenter Managers, Labor Program Planners and Policy Analysts, and Local Workforce Investment Boards. A typical file will be data reports detailing numbers of people served, rates of employment and retained employment, wages, gains in wages, types of training funded and received, success rates, and other performance data to document and justify funding. Typical files will also include correspondence related to the reports, service delivery, program monitoring activities, responses to letters of findings, letters and memos of guidance, rules, and regulations pertaining to and governing the programs funded by the Workforce Investment Act.	Paper	6/17/2008	Years	3	Years	3	Destroy	Current

Schedule #: 1683 92#:Veterans Employment and Training Services Program

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The Maine Department of Labor keeps records of the Veterans Employment and Training Services Program in order to administer and verify funding, delivery of services, service quality and performance. They are used to document performance, financial awards, and instructions received for delivering services and applying for funds and are used by the Bureau of Employment Services Director, Deputy Director, Labor Program Specialists, Disabled Veterans Outreach Program Specialists, Local Veterans Employment Program Specialists, Local Workforce Investment Boards, community based contractors, and Labor Planners and Policy Analysts. This program provides specific training and employment services for veterans. The services include counseling, job guidance, funds for training, training and employment plans, job searches, and follow up services for job retention. The program specializes in and serves only veterans. The funding, grants, reports, and paperwork are separate from other training and employment programs administered by the state. These records allow us to plan new services and programs based on past and recent performance as document in the files. They also allow us to develop new services based on the same. A typical file would be a grant application, a quarterly or annual report, a narrative or required forms, service delivery data report, service delivery plan, financial award or notices, changes in a grant or plan, a notice or letter from the US Dept of Labor issuing program rules/regulations/guidance.	Paper	6/17/2008	Years	3	Years	3	Destroy	Current

Schedule #: 1684 93#:Maine Jobs Council Women’s Employment Issues Committee

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The Maine Department of Labor keeps these records because it is the agency responsible for staffing and supporting the Maine Jobs Council Women's Employment Issues Committee. The staffing and support responsibilities include maintenance of records pertaining to the proceedings, decisions, projects, and products of the Maine Jobs Council Women's Employment Issues Committee. The records are used by the Maine Department of Labor and The Maine Jobs Council to affirm and confirm policy related decisions affecting women in the Maine workforce. The records are also used as reference material that explains special initiatives and projects of Maine Jobs Council Women's Employment Issues Committee. The records contain information on how to contact Committee members, which members are responsible for certain decisions, tasks, and outcomes, and how policy decisions and recommendations on women in the Maine workforce were reached, communicated, and implemented. The records are sometimes copied or sent to others for reference or collaborative projects related to women in the Maine workforce. A typical file will contain correspondence among committee members, lists of membership and affiliations, meeting agendas and meeting minutes. These records document who attended the meetings and who was present when decisions or recommendations were made, along with who was assigned to implement actions directed by the committee. They are also the only record of ad hoc subcommittees working on special projects and initiatives related to women in the Maine workforce.	Paper	6/17/2008	Years	2	Years	3	Archives	Current

Schedule #: 1723 90#:Data Element Validation Worksheets for Employment Service Programs

Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Data element validation is required for three U.S. Department of Labor, Employment and Training Administration (ETA) initiatives: Wagner-Peyser, the Trade Adjustment Act (TAA), and the Workforce Investment Act (WIA). Wagner-Peyser is federal legislation that authorizes labor exchange activities by which qualified, interested job seekers are matched with available job openings. The labor exchange is a nation-wide Federal initiative to help job seekers find jobs and employers hire qualified workers via a statewide CareerCenter network. TAA is a program that provides re-employment services and monetary benefits to workers whose jobs have been adversely affected by foreign competition. For laid-off workers, the federal legislation authorizes services that may include employment registration and counseling, case assessment, job development, supportive services, job search and relocation allowance, and training services. WIA creates a nation-wide Federal initiative to coordinate workforce development systems which help job seekers find jobs; explore work preparation and career development services; and access to a range of employment, training, and educational programs via a statewide CareerCenter network. To verify the data from the participants who receive labor exchange, Trade Adjustment Act, or workforce investment services via CareerCenters throughout Maine, samples are drawn to compare demographic items such as age, disability, veteran status, education status, etc.; services and outcome data are also validated. Validation teams visit the CareerCenters sampled to check the customer's folders for the accuracy of the data. Some of the data is validated against the One-Stop Operating System (OSOS) for such items as UI status or wage information. Source documentation may include such items as signed WIA registration forms, driver's license; birth certificate; printouts of benefits from DHHS, case notes; Veterans DD-214 (statement of military service dates and accomplishments issued by U.S. Government), and whatever else may be applicable to the individual characteristics or services received. Paperwork may include, but is not limited to, the data element validation worksheets and notes of sources used to document individual characteristics or services received. Paperwork samples are attached.	Paper	1/19/2007	Years	1	Years	3	Destroy	Current

158T:Employment & Training Programs

Schedule #: 76 1#:Student Case File

Contains date received from MESC, contract form to facility, Civil Rights Form, Course Outline, date processed, date received, insurance forms, list of major equipment, final actual cost processed.	Paper	1/14/1975	Years	2	Years	4	Destroy	Current

Schedule #: 76 2#:Class Size Case File

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Case files on classes of 10 or more for a particular project - per se class on Auto Emission, contains contract with facility, Civil Rights form, course outline, date processed and received, insurance forms, list of major equipment, final actual cost processed.	Paper	1/14/1975	Years	2	Years	4	Destroy	Current
Schedule #: 306 10#:Property - CETA								
Property records, some invoices, loan agreements.	Paper	4/10/1981	Years	5	No Retention	0	Destroy	Current
Schedule #: 306 11#:Legal - CETA								
Files that contain grievance records.	Paper	4/10/1981	Years	3	No Retention	0	Destroy	Current
Schedule #: 306 12#:Planning - CETA								
Planning procedures and programs with goals and objectives.	Paper	4/10/1981	Years	3	No Retention	0	Destroy	Current
Schedule #: 306 3#:Correspondence - CETA								
Correspondence and related memos.	Paper	4/10/1981	Years	3	No Retention	0	Destroy	Current
Schedule #: 306 4#:Participant Files - CETA								
Files for CETA participant records.	Paper	4/10/1981	Years	5	No Retention	0	Destroy	Current
Schedule #: 306 5#:Reports - CETA								
Contracts, State and Federal reports.	Paper	4/10/1981	Years	4	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 306 6#:Fiscal - CETA						
Invoices, ledgers, purchase orders, payroll, income, budget.	Paper	4/10/1981	Years 3	No Retention 0	Destroy	Current
Schedule #: 306 8#:Insurance - CETA						
Workers' Compensation and vehicle accidents as well as insurance policies.	Paper	4/10/1981	Years 3	No Retention 0	Destroy	Current
Schedule #: 306 9#:Monitoring Unit - CETA						
Records of monitoring reports and finds of problems.	Paper	4/10/1981	Years 3	No Retention 0	Destroy	Current
Schedule #: 422 13#:Participant Files - JTPA						
Client applications, intake forms, W-4 forms, questionnaires, termination forms.	Paper	9/2/1986	Years 3	No Retention 0	Destroy	Current
Schedule #: 534 14#:Correspondence (JTPA)						
This includes letters and memoranda to and from Bureau staff, other State agencies, subcontractors, federal regional offices, Private Industry Councils, and other interested parties involved in Job Training Partnership Act (JTPA) activities.	Paper	9/15/1986	Years 3	No Retention 0	Destroy	Current
Schedule #: 534 16#:Contracts (JTPA)						
This includes contracts for the provision of training under Titles II-A, II-B, and III of the JTPA, On-the Job Training contracts, Less-than-Class contracts, full-class contracts, and contracts for special services.	Paper	9/15/1986	Years 3	No Retention 0	Destroy	Current
Schedule #: 534 18#:Insurance (JTPA)						

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Thes includes Workers' Comp. forms and related correspondence. Retention counted from settlement of claim.	Paper	9/15/1986	Years	3	No Retention	0	Destroy	Current
Schedule #: 534 19#:Monitoring (JTPA)								
This includes program and systems monitoring reports and supporting documentation.	Paper	9/15/1986	Years	3	No Retention	0	Destroy	Current
Schedule #: 534 20#:Legal (JTPA)								
This includes all documentation pertaining JTPA grievances. Retention counted from settlement of grievance.	Paper	9/15/1986	Years	5	No Retention	0	Destroy	Current
Schedule #: 534 21#:Planning (JTPA)								
This includes Service Delivery Area job training plans for Titles II-A, II-B, III, 3% Older Workers, and 8% Education Grants.	Paper	9/15/1986	Years	3	No Retention	0	Destroy	Current
Schedule #: 534 23#:Employment Competency Training (ECT)								
This includes teaching aids used in classroom training programs. Retain in agency for 6 months after outdated.	Paper	9/15/1986	Destroy When Updated	0	No Retention	0	Destroy	Current
Schedule #: 979 76#:Participant Payroll Records								
Maintain participant time sheets for Summer Youth program and other Federal/State programs. This payroll is not paid through Treasury, therefore no records are retained by Accounts & Control. Included in records: W-4 Form, Attendance Time Sheet, Payroll Termination Form and Bank payroll Register, Multiple Change Sheet/Payroll Coding & Transmittal Sheet. The Summer Program and other Federal/State programs place high schoolers for a brief period of time to give them work experience. For example they may place a high schooler at a town office and pay his/her salary.	Paper	3/19/1992	Years	3	Years	4	Destroy	Current
Schedule #: 979 77#:Workers Compensation Files								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
BETP has a separate worker's compensation insurance policy with Maine Bonding & Casualty Co. None of the records go to Employee Relations. We maintain claim files for both Staff and JTPA participants. Information included in records: Employee's Report of Injury, Supervisor's Injury Report, Employer's First Report of Injury, Wage Statement and Vendor Invoices.	Paper	3/19/1992	Years	13	No Retention	0	Destroy	Current

Schedule #: 1772 79#:USDOL WIRED grant - AKA Maine’s North Star Alliance Initiative (NSAI)

The agency keeps these records to be in compliance with the requirements of the United States Department of Labor, the source of funding for the grant which mandates that records be kept available for three years. These records support the activities of the state’s $14.4M award from the United States Department of Labor Workforce Innovation in Regional Economic Development workforce development grant awarded for the period February 1, 2006 up until January 31, 2010 when the grant terminated. This program supported an employer driven workforce and economic development integration model project targeted at driving regional economies through the development and advancement of labor pools associated with identified clusters. The records were used to document performance, financial awards, and program outcomes. Typical records are contracts with supporting documentation, administrative files containing meeting and/or conference agendas and attending rosters with supporting documentation, and, printed material created to promote the grant’s activities including program brochures and pertinent reports.	Paper	4/29/2010	Years	1	Years	2	Destroy	Current

158S:Twelve County Service Delivery Area

Schedule #: 1157 1#:Participant Fiscal Files

Agency oversees and manages employment and training programs in twelve (12) of Maine's sixteen (16) counties for the economically disadvantaged/dislocated workers. Files include: Attendance Sheet; Record of Payment/Attendance; Child Care Invoice; Less-than-Class Training Agreement; copy of primary Plan for biennium.	Paper	3/30/1995	Years	3	No Retention	0	Destroy	Current

Schedule #: 1570 2#:Minutes of Meetings Private Industry Council Meetings

Minutes of the meetings of the Private Industry Council meetings.	Paper	12/28/1998	Years	1	Years	0	Archives	Current

183#:Administrative Hearings

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 980 1#:Appeal Hearings Recordings								
These recordings consist of Unemployment Appeals Hearings held throughout the state and retained at 20 Union Street, Augusta for a period of at least 6 months to be available for court or commission requests. Parties recorded include a referree, a claimant, employer and witnesses. Transcribe before destroying.	Audio Tape	3/25/1992	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
161#:Advisory Committee for the Div. of Deafness								
Schedule #: 493 50#:Minutes of Meetings - Advisory Committee to Division of Deafness								
Meets quarterly. Legislatively established in 1985 to provide a program of services to deaf and hearing impaired persons.	Paper	7/14/1992	Years	3	No Retention	0	Archives	Current
Schedule #: 996 51#:Studies Done by the Div. of Deafness								
Studies done by the Div. of Deafness used to form and/or guide Division policy, such as: "The Report on the Statewide Needs Assessment of the Deaf Community" as well as others. Keep in agency until study completed.	Paper	7/14/1992	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
150#:Blind & Visually Impaired								
Schedule #: 490 44#:Business Enterprise Program - Division of Eye Care Services								
Contains documents and correspondence relating to the operation of vending stands by blind persons. Vending stands are owned by the Bureau of Rehabilitation. These records where transferred from the DHS in July of 1994. Jennette Rowlands.	Paper	6/12/1986	Years	3	No Retention	0	Destroy	Current
Schedule #: 490 45#:Administrative File - Division of Eye Care Services								
Correspondence to clients, the public and other agencies including American Foundation for the Blind and out-of-state corporations; records pertaining to locations of films and publications; contract for itinerant teachers, Maine Center for the Blind, and Diocesan Human Relations Services, and related material. These records were transferred from Department of Human Services in July of 1994. Jennette Rowlands.	Paper	6/12/1986	Years	5	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
597#:Bureau of Employment Services								
Schedule #: 2119 1:National Farmworker Jobs Program								
The National Farmworker Jobs Program (NFJP), a program funded through the Employment and Training Administration Program of the U.S. Department of Labor, provides eligible migrant and seasonal farmworkers and their dependents with workforce development services and assistance with training. Training may include basic skills/GED, approved trades school, On-the Job Training, or community college. Qualifying farm work includes harvesting/production of potatoes, blueberries, dairy, Christmas trees, maple syrup, and broccoli. Other types of agricultural work performed either in Maine or elsewhere in the U.S. may also qualify. Anyone who, within the last 2 years, has earned more than 50% of their income from agriculture labor is encouraged to apply. Dependents of farmworkers can also be eligible. Records will be kept in agency for 3 years then stored at the Labor warehouse for 3 years before being destroyed.	Paper	11/14/2018	Years	6	No Retention	0	Destroy	Current
Schedule #: 2120 2:Reemployment Services								
The Bureau of Employment Services and BUC work collaboratively to ensure that Maine's WPRS program is beneficial by assisting unemployed workers with returning to work and effective in reducing the overall length of unemployment. WPRS will provide targeted claimants with relevant reemployment services and Eligibility Review Interviews to help minimize the length of unemployment.	Paper	5/8/2019	Years	3	No Retention	0	Destroy	Current
Schedule #: 2121 3:Competitive Skills Scholarship Program								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Competitive Skills Scholarship helps workers learn new skills and Maine businesses access a qualified workforce to succeed in the changing economy. The program is open to eligible Maine residents with access to post-secondary education - including certificate programs and two- and four-year degrees - training for industry recognized credentials, and support leading to skilled, well-compensated jobs with anticipated high employment demand. Eligibility Requirements - Be at least 18 years old and live in Maine, Are legally eligible to work in the U.S., Are seeking education or training for a job in a high wage, in demand occupation, Do not have a marketable post-secondary degree, Have household income of less than 200% of the federal poverty level, Have the ability to undertake and complete the education or training program. Program offers training and employment services, including counseling, assessments, job referrals, skills development for obtaining jobs, and additional services during and after job training. Files may include Program application, eligibility verification including social security number, birthdate, residence, household income, public assistance records. Aptitude assessments and school records including transcripts/grades. Invoices and reimbursements paid to customer, childcare providers, education facilities and other vendors. Training plans. Records will be kept in agency for 3 years then stored at the Labor warehouse for 3 years before being destroyed.	Paper	6/8/2018	Years 6	No Retention 0	Destroy	Current

Schedule #: 2122 4:ASPIRE Temporary Assistance to Needy Families

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12: Labor

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A Maine Department of Labor and Department of Health and Human Services collaboration to provide employment services to the "Additional Support for People in Retraining and Employment" (ASPIRE) population. The collaboration is designed to help Temporary Assistance for Needy Families (TANF) ASPIRE participants successfully transition to employment. Includes employment and training services, including counseling, workshops, assessments, job referrals, skills development for obtaining jobs, how to use labor market information, and other services to help Maine residents find job training and employment. Records are used to determine eligibility and appropriate placement in work experience situations with local employers. Referral documents from Department of Health and Human Services - including but not limited to social security numbers, residency information, release forms, medical assessments, driver history documents, criminal records, medical center vocational assessments, aptitude assessment results, public assistance records, ASPIRE/TANF family contracts. Performance evaluations and timesheets. Communication between Department of Health and Human Services Caseworker and Department of Labor Case Manager which may be confidential in nature. Records will be kept in agency for 3 years then stored at the Labor warehouse for 3 years before being destroyed.	Paper	6/8/2018	Years 6	No Retention 0	Destroy	Current

Schedule #: 2123 5:Employment & Training Services related to Food Stamps

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Collaboration with Department of Labor, Bureau of Employment Services and Department of Health and Human Services, Office for Family Independence. Program provides employability support and additional education and training support through the FSET Competitive Skills Scholarship Program for Food Supplement recipients who seek training and education for more highly skilled jobs. Target population identified as Food Supplement recipients who are Able Bodied Adults without Dependents or Work Registrants. Includes employment and training services, including counseling, workshops, assessments, job referrals, skills development for obtaining jobs, how to use labor market information, and other services to help Maine residents find job training and employment. Files may include Program application, eligibility verification including social security number, birthdate, residence, household income, public assistance records. Aptitude assessments and school records including transcripts/grades. Invoices and reimbursements paid to customer, childcare providers, education facilities and other vendors. Training plans. Records will be kept 3 years in agency then stored at the Labor warehouse for 3 years before being destroyed.	Paper	6/8/2018	Years	6	No Retention	0	Destroy	Current

Schedule #: 2138 6:Workforce Innovation and Opportunity Act

Paper records pertaining to WIOA include: 1. WIOA Division Staff Records (applications, interview scoring, performance management records) 2. Monitoring Records (file review forms, questionnaire responses, monitoring checklists, documents provided by agencies being monitored, monitors notes, monitoring reports, monitoring action plans, monitoring follow-up documents) 3. WIOA Related Contract Documents (sub recipient contracts, SAM.gov compliance records, NOOs, USDOL Award Agreements) 4. Invoices pertaining to WIOA contracts, Direct Delivery billing, and miscellaneous fiscal records.	Paper	6/13/2019	Years	3	No Retention	0	Destroy	Current

170#:Bureau of Labor Standards

Schedule #: 50 1#:Prevailing Wage Determinations

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12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Establishing a prevailing minimum wage for State Construction projects of $50,000 or more for Maine employers applying for those State Construction projects. Construction employers complete a survey regarding wages paid. The results of the surveys create a median wage for each job classification under four primary categories: Bridge Construction, Earth & Highway Constructions, Building Construction I and Building Construction II. Records are kept for 1 year in the agency and 2 years at the Department of Labor's records storage center.	Paper	12/26/2016	Years	3	No Retention	0	Destroy	Current
Records are kept in both paper and digital format.	Digital File	12/26/2016	Years	3	No Retention	0	Destroy	Current
Schedule #: 50 11#:Work Permits for Minors								
Permits to allow minors to be employed in certain industries in non-hazardous occupations. Superintendents of schools will request a work permit for a minor in a public portal on the agency's AMANDA system. Agency will approve, cancel or deny permits based on various reasons. Digital records of permits will be maintained in the AMANDA system until the minor reaches 16 years of age.	Digital File	12/30/2020	Contingent Upon Event - See Description		No Retention	0	Destroy	Current
Schedule #: 50 14#:Violation Follow-up								
Letter sent to violators of minimum wage and child labor laws. Returned to Bureau with agreement by employer to comply in the future.	Digital File	12/30/2020	Years	2	No Retention	0	Destroy	Current
Schedule #: 50 2#:General Correspondence								
Incoming and outgoing correspondence containing transmittal letters and acknowledgements; request for statistics; courtesy letters; requests for information; requests for inspections; and letters of complaints.	Paper	11/25/1974	Years	2	No Retention	0	Destroy	Current
Schedule #: 50 7#:Wage Complaints								
Form describing individual wage complaint against a person or company.	Digital File	12/30/2020	Years	2	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 50 8#:Field Inspection Report								
Inspection for compliance with minimum wage and child labor laws.	Digital File	12/30/2020	Years	3	No Retention	0	Destroy	Current
Schedule #: 50 9#:Daily and Monthly Activity Report								
Daily report of field men concerning their working activity summarized monthly.	Digital File	12/30/2020	Years	2	No Retention	0	Destroy	Current
Schedule #: 152 17#:Copies of Employers First Reports of Injury								
Copies of employers first report of injury.	Digital File	12/30/2020	Years	2	No Retention	0	Destroy	Current
Schedule #: 169 19#:OSHS Schedules (OSHA Form #103)								
Schedules completed by employers for the Survey of Occupational Injuries and Illnesses. Each form is identified by a schedule number relating to a specific establishment. They contin data on the employers nature of business, employment and hours, and injury and illness experience. An additional question changes every two years. Additional schedules have no data but document the establishment status (i.e. Out of Scope, Out of Business, etc.) Relevant correspondence is attached.	Paper	12/30/2020	Years	5	No Retention	0	Destroy	Current
Schedule #: 169 22#:Tabulations and Estimations Series								
Computer generated tabulations and estimates, hand written worksheets and typed and hand written summaries used to create the OSHS Final Project Report.	Digital File	12/30/2020	Years	5	No Retention	0	Destroy	Current
Schedule #: 169 26#:Transitional Correspondence								
Correspondence with employers and individuals concerning OSHA Recordkeeping requirements, substantive requests for information or interpretation, etc.	Paper	2/25/1976	Years	1	No Retention	0	Destroy	Current
Schedule #: 443 29#:Census of Case Characteristics (CCC) Special Studies								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Each document represents a special study done for an individual or a company. These documents contain information on injuries and illnesses, and each is specific and unique as per the request of the individual or company. An example would be the number of injuries occuring to welders at Scott Paper Company in 1982 and 1983. The same request or similar requests seldom arise in the future. Each is done on request and not on a regular basis. Some folders also contain the computer card decks used to generate the information and any letters or correspondence sent or received.	Digital File	12/30/2020	Years	2	No Retention	0	Destroy	Current

Schedule #: 528 30#:21d and 23g SafetyWorks Consultation Programs

Employers request a free safety or health consultations and onsite trainings to ensure compliance under the voluntary basis through the 21d Private Sector employer and 23g Public Sector employer consultation programs. Workplace Safety & Health Division is the consultation office for the Federal Occupational Safety & Health Administration (OSHA) and State Plan Enforcement. Files are maintained electronically on the State of Maine OneDrive and/or on the Federal OSHA's OIS web-based program. A typical file may include field notes, noise monitoring results, air sampling results from Wisconsin Lab, a recommendation report, attendance sheet for training, and general correspondence. The report is the result of hazards found or not found during a consultation visit. Employers' only obligation is fix hazards found. If an employer has a history of non-compliance or repeat violations found, future consultations may be denied. Agency does not maintain paper copies, but can print a hard copy of file upon request of Boston OSHA for auditing purposes or the employer. Grant applications for the 21d and 23g Consultation Programs are maintained electronically.	Digital File	1/20/2021	Years	5	No Retention	0	Destroy	Current

Schedule #: 528 31A:BLS Trainings, except WSHD 10 & 30 Hour Courses

Workplace Safety & Health Division, Wage & Hour Division, Outreach and Education, and Technical Services provides various trainings offered at our Safety Works Training Institute, around the State usually at CareerCenters, or at an employer's worksite. Participants are marked in the Amanda System as attended, paper attendance sheets are scanned into the Amanda System and the paper is discarded.	Digital File	12/30/2020	Years	5	No Retention	0	Destroy	Current

Schedule #: 528 31B:Workplace Safety & Health Division (WSHD) 10 & 30 Hour Courses

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Workplace Safety & Health Division (WSHD) consultants are authorized trainers by the OSHA Training and Education Center. Paper copies are required to be maintained for people who attend at 10-hour or 30-hour General Industry Course, Construction Course, or Shipyard Course, per the OSHA Training and Education Federal program requirements for authorized trainers. File may consist of a sign-in sheet, student documentation form, copy of check or money order, agenda, and copies of OSHA Training Center cards issued to students. Documentation is required to request a replacement card, if student requests a duplicate card within 5 years of completion.	Paper	12/30/2020	Years	5	No Retention	0	Destroy	Current

Schedule #: 917 35#:Revised Occupational Safety and Health Fatality Program

Information is gathered from various sources to verify that fatalities are work-related in an attempt to get an accurate count of the number of work-related fatalities in Maine. Files include: employers report; data sheet; Medical Examiners Report; and case control document. Records retained in the media format received by the employer.	Mixed	12/30/2020	Years	5	No Retention	0	Destroy	Current

Schedule #: 917 36#:Work Injury Reports

Work Injury Reports are surveys mailed to either employer or employees designed to get answers about safety issues, company safety policies and programs, and training provided to employees to help target prevention of injuries and illnesses.	Paper	9/6/1990	Years	2	No Retention	0	Destroy	Current

Schedule #: 917 37#:Special Studies (Labor Standards)

These are requests for specific data on injuries and illnesses(e.g., the number of injuries to loggers in 1987 or the number of sprained backs in health cate settings in 1989 or the costs associated with tendonites claims in 1990 by employers, safety specialists, other government agencies, etc.	Paper	9/6/1990	Years	2	No Retention	0	Destroy	Current

Schedule #: 1094 39#:Cash Journals

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Listing of check or money orders received showing date, name of individual or corporation sending money and amount, digital copy retained. Photocopies of the checks or money orders are made and originals are brought to Service Center for deposit. Agency receives money for enforcement penalties, Safety Training Education Fund Assessments, and for 10 or 30 hour classes. Paper copy of payments made will be retained under the schedule for the program it was received.	Mixed	12/30/2020	Years	7	No Retention	0	Destroy	Current

Schedule #: 1647 40#:Board of Occupational Safety & Health Minutes & Office Correspondence

The Bureau keeps all agendas, meeting announcements, meeting sign-in sheets, transcribed meeting minutes, correspondence, formal appeal requests, appeal determinations, penalty summaries, expense reimbursements, Ad-Hoc Committee correspondence, and digital recordings of meeting minutes. The Bureau provides administrative support to the Board of Occupational Safety & Health and their Ad-Hoc Committees who adopts the federal Occupational Safety & Health regulations and formulates safety & health rules as the need arises. The Board acts as the appeal board for municipalities following enforcement compliance inspections. The minutes of the meeting will be the official record of actions taken by the Board of Occupational Safety & Health. The Board will also appoint an Ad-Hoc Committees to make recommendations for rules and laws for the Board to consider. Paper copies of Board activities will be the record sent to Archive. Digital recordings of meetings will be purged from the file after 5 years and destroyed before sending to Maine State Archives.	Mixed	12/30/2020	Years	10	No Retention	0	Archives	Current

Schedule #: 1648 41#:Employer Substance Abuse Testing Policies

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The Bureau of Labor Standards, Wage & Hour Division, is required under 26 MRSA Chapter 7 §681-§690 to approve employer applications to enter a substance abuse testing program in their workplace. The Wage & Hour Director periodically accesses records to ensure that employers are only testing for substances that they been approved to test for and to ensure that employers are following their approved substance abuse testing program. This review may occur from an employee complaint or if a question regarding a companies drug policy needs to be answered. A typical file will contain the employer substance abuse testing program application and general correspondence related to the application. The active/approved programs must be maintained indefinitely or until either the employer withdraws their program, the Wage & Hour Division suspends, denies or revokes the application, or the business closes operations. Programs that are considered inactive due to suspension or withdrawal will be destroyed after one year from suspension/withdrawal/denial date. Policies are retained in the media format they are received in.	Mixed	12/30/2020	Contingent Upon Event - See Description		No Retention	0	Destroy	Current

Schedule #: 1650 43#:23g State Plan Safety & Health Public Sector Enforcement Inspections and Reports

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Bureau of Labor Standards is the regulatory agency and conducts enforcement inspection of all State, County, and Municipal workplaces to ensure compliance of all safety & health regulations MRSA Title 26 and Code of Federal Regulations 1910 & 1926. The record is documentation of hazards found during an inspection of a municipal, county, or state facility. The inspector and office administration may access the reports and associated materials to determine if the employer provided documentation that the municipal, state, and county employers have complied with safety & health regulations. This report is can also be accessed to review for past violations assessed to determine if a history of non-compliance exist, which could result in the need for higher penalties to be levied. All reports, correspondence with employer, penalty discussions/appeals notices, abatement certification forms from employers, appeal determinations, complaints, penalty summaries, and copy of checks of penalties being paid.	Mixed	12/30/2020	Years	10	No Retention	0	Destroy	Current

Schedule #: 1651 44#:Substance Abuse Survey

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
These records are primarily used to generate an annual statute required (26 MRSA §690) report on substance abuse testing in Maine. The Legislature has mandated that Bureau of Labor Standards submit a yearly report of companies in Maine who have conducted substance abuse testing, the results of the number of employees testing positive for illegal substances, and the type of substance tested positive. The staff of Bureau of Labor Standards, Technical Services Division following the Legislative requirement, prepares this report. Subsequent to the report, the records are used by the same staff as reference in the case of employer non-response of inconsistent response in later years. Survey is conducted online.	Digital File	12/30/2020	Years	3	No Retention	0	Destroy	Current

Schedule #: 1653 46#:Wage Assurance Fund Final Determination

The Wage & Hour Division oversees the Wage Assurance Fund for employer who, due to a company closing or filing for bankruptcy, cannot pay their employees. This fund provides wages for those employees based on their years of service for the employer and acts sort of like a severance pay in this instance. The files consist of employer payroll records and general correspondence. Once the employer has a final determination through bankruptcy court, our file will be closed and held for 1 year. Occasionally, employees may have to pay the Wage Assurance Fund back if the bankruptcy court has provided for partial or complete reimbursement of owed wages during the final determination. In a few instance, once the company assets have been liquidated there is money left to pay partial wages to employees. If those employees received money from the Wage Assurance Fund and got money after bankruptcy, the employee is required to pay the difference back to the Wage Assurance Fund. These records are maintained for that instance for the Wage & Hour Director to access.	Digital File	12/30/2020	Contingent Upon Event - See Description		No Retention	0	Destroy	Current

Schedule #: 1654 47#:Wage & Hour Prosecution Cases - Payroll & Correspondence

Based on inspections conducted by the Wage & Hour Division, an employer can be charged with violating wage laws or child labor laws, which result in the file going to court to be prosecuted with fines levied. The file consists of payroll records and general correspondence. Once there is a final determination in court or a settlement agreement has been reached between the Attorney General's Office, on behalf of the Wage & Hour Division, and all wages and/or fines have been paid the file will be destroyed. Files need to be maintained until court case is closed and money due is paid.	Digital File	12/30/2020	Contingent Upon Event - See Description		No Retention	0	Destroy	Current

Schedule #: 2099 48:Safety & Health Training Fund Assessments

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Per Title 26 Chapter 4 Section 61, the Department of Labor Commissioner or the Commissioner's designee shall access upon and collect from each insurance carrier licensed to do workers' compensation business in the State, and each group and individual self-insured employer authorized to make workers' compensation payments directly to their employees, a sum equal to that proportion of the current fiscal year's appropriation, exclusive of any federal funds, for the safety education and training program that the total workers' compensation benefits, exclusive of medical payments, paid by each licensed carrier or each group or individual self-insured employer, bear to the total of the benefits paid by all licensed carriers, and group and individual self-insured employers during the most recent calendar year for which data is available. Funds collected are a dedicated revenue for providing safety and health training and consultations for small employers in Maine. Typical file will contain: assessment notice to employer, certified mail cards, copy of payment received, a cash receipt ledger, and when an anomaly occurs, such as change in mailing, notes to file for following year's assessment notices and retained by agency for 2 years. Information is entered as a digital record owned and maintained by the Workers Comp Board.	Paper	12/30/2020	Years	2	No Retention	0	Destroy	Current

Schedule #: 2204 51:Mine Safety and Health Administration Training and Consultation

The Workplace Safety & Health Division under a grant from the Federal Mine Safety & Health Administration provides training for mining operations in the State of Maine. Surface mines in Maine are required to provide their employees an 8-hour refresher annually and for new miners a 24-hour training, which the agency provides a portion of the training hours covering employee safety and health at the mines. The employer provides additional hours of training to meet the minimum training hours required. The agency will obtain and maintain an attendance sheet of employees trained. The attendance sheet will be uploaded in the Amanda System and the paper copy destroyed. Upon request, the agency may also conduct a consultation survey of the employer's surface mine to help them identify potential hazards. A report of findings and recommendations will be sent to the employer. The agency will retain a digital copy in the Amanda System.	Digital File	1/16/2021	Years	5	No Retention	0	Destroy	Current

Schedule #: 2308 52:Certificate of Calibration

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
As part of our 21d & 23g Consultations and 23g Enforcement Inspections for air and/or noise sampling, the equipment we use is required to be calibrated annually. If the equipment passes calibration, a Certificate of Calibration is provided by the authorized testing laboratory for the equipment. Records are considered closed once a new certificate of calibration is issued for each piece of equipment. The current calibration certificate will be kept in paper format until a new calibration certificate is provided. The past calibration certificate will then be scanned, verified for accuracy that it has expired, and a new certificate of calibration has been received, and the paper will be destroyed by the agency. The digital file will be retained in OneDrive or SharePoint, the agency's electronic file system for 10 years, using same retention timeline in schedule 1650 series 43# State Plan Safety & Health Public Sector Enforcement Inspections and Reports. Any equipment that does not pass calibration is taken out-of-service, but the last certificate of calibration will be retained electronically.	Mixed	4/23/2025	Variable - See Description			0	Destroy	Current

152#:Bureau of Rehabilitation Services

Schedule #: 280 19#:Bureau Director's Files

Bureau Director's Files, correspondence, etc.	Paper	9/12/1979	Years	3	No Retention	0	Archives	Current

Schedule #: 488 42#:Electronic Client Case Files

Records close and the ten-year retention will begin at the end of the federal fiscal year in which the final case closure occurred. AWARE case management system containing data about individual rehabilitation cases. Records include Vocational Rehabilitation Case Service Report, Eligibility/Ineligibility, Case Notes, ROI's, Client Medical Records, Closure Form, Reference Slips, Applications, Expenditures and Related Correspondence.	Digital File	10/15/2025	Years	10		0	Destroy	Current

Schedule #: 489 43#:Handicapped Accessibility Planning File

Office of the State Handicapped Accessibility Coordinator reviews State facilities, motels, hotels, municipal buildings, etc. Records are used to monitor what happened originally, and what is happening now. Mixed media includes paper and electronic records.	Mixed	12/14/2018	Years	5	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 491 47#:Management Analyses of Rehabilitation Programs								
Analytical and research studies of rehabilitation programs for management. Retain one month and destroy. Mixed media includes paper and electronic records	Mixed	12/14/2018	Months	1	No Retention	0	Destroy	Current
Schedule #: 590 58#:VR Cost Reimbursement Claims to the Social Security Administration								
Records close and retention begins after the close of the federal fiscal year in which payment was made. To ensure the availability of claims documentation for auditing and post-payment quality control purposes, all CR payment-related documentation should be retained for a minimum of six years after the close of the federal fiscal year in which payment was made.	Mixed	3/14/2024	Years	6	No Retention	0	Destroy	Current
Schedule #: 590 61#:Administrative Files - Division of General Rehabilitation Services								
Correspondence and memos to and from other units of the Bureau of Rehabilitation, athe Regional Services Administrative Rehabilitation Office in Boston, MA, the Office of Behavioral Health, information on meetings, Civil Rights complaints, case reviews, stipulation agreements, and related material. Mixed media includes paper and electronic records.	Mixed	3/14/2024	Years	5	No Retention	0	Destroy	Current
Schedule #: 590 62#:Standards for Rehab. Provider Agencies								
Reports of on-site visits, to provider agencies, reflecting compliance with standards and recommindations for improvement. Includes correspondence and related documents. Mixed media includes paper and electronic records.	Mixed	12/14/2018	Years	3	No Retention	0	Destroy	Current
Schedule #: 2295 65:Closed Cases Needing Annual Review								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
For all clients closed unsuccessfully in a non-integrated extended employment setting or those closed in an integrated setting in which the individual is compensated at less than minimum wage, Maine DVR must conduct a semi-annual review and reevaluation of the status of each individual for two (2) years after closure (and thereafter, if requested by the individual or, if appropriate, the individual's representative) to determine the interests, priorities, and needs of the individual with respect to competitive integrated employment or training in competitive integrated employment. These cases shall be regarded as "open" for purposes of record retention for two (2) years after closure. (An annual review is required for an individual closed in extended employment or under the special certificate provisions of the fair labor standards act for two years after achieving the outcome.)	Mixed	3/14/2024	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current

Schedule #: 2296 66:Cases Undergoing Appeals

Records close and retention begins after the appeals resolution. These records are retained in accordance with the "Appeals Process" as stated in Rule 12-152 (DVR) and 12-150 (DBVI) of the Department of Labor, Bureau of Rehabilitation Services. Records include, but not limited to: Written notification of appeals, substantial communications, Mediation/Due Process Hearing records, outcome of process.	Mixed	3/14/2024	Years	6	No Retention	0	Destroy	Current

Schedule #: 2297 67:Audits

Records close and retention begins upon conclusion of the audit. Records associated with audits of the Bureau of Rehabilitation Services conduced by outside agencies (RSA, State, SSA, etc.) Records include but are not limited to audit findings, corrective actions, communications.	Mixed	3/14/2024	Years	3	No Retention	0	Destroy	Current

169#:Bureau of Unemployment Compensation

Schedule #: 113 1#:Maine Job Bank Documents

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
All forms and documents related to the closed orders on the Maine Job Bank: ES-514(JB) - Job Order Form; ES-514(JB)Corr. - Correction Form for Job Orders; ES-508(JB) - Statistical Card; Me. JB-14 - (Achesi) Job Bank Job Order Adjustment & Status Change Form; Me. JB-15 - Applicant Statistical Correction Form; Me. JB-16 - Statistical Record Deletion Form; Me. ES-514S(JB) Job Bank Statistical Recording Document.	Paper	6/2/1975	Years	1	Years	3	Destroy	Current

Schedule #: 113 10#:DUA Records - UC

Disaster Unemployment Assistance. Forms relating to applicants for DUA, including payment authorization notices and application forms.	Paper	6/2/1975	Years	2	Years	3	Destroy	Current

Schedule #: 113 11#:WIN Records - UC

Work Incentive Program. All qualifying material and certification records for trainees under the WIN program, including payment authorization cards.	Paper	6/2/1975	Years	2	Years	3	Destroy	Current

Schedule #: 113 2#:Employer's Contribution Reports, Form Me. C-1

Quarterly report submitted by Maine employers for compliance under the Employment Security Law. Report computation reveals the amount of unemployment tax each employer must pay for that quarter.	Paper	6/2/1975	Years	2	Years	4	Destroy	Current

Schedule #: 113 3#:UC Reconciliation and Outstanding Check Lists

Weekly computer printout of check reconciliation and list of UC checks outstanding. Outstanding checks identified by the symbol "OT" in the first column on the printout.	Computer Printout	6/2/1975	Years	2	Years	3	Destroy	Current

Schedule #: 113 4#:UC Check Registers

Computer printout record of unemployment checks issued to claimants.	Computer Printout	10/14/1986	Years	1	Years	4	Destroy	Current

Schedule #: 113 5#:UC Claimant Folder File Records

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Records of Deputy Decisions, overpayments, employer charge changes, and protests and other UC claims related material.	Paper	10/14/1986	Years	2	Years	3	Destroy	Current
Schedule #: 113 6#:UCX-UCFE Material								
UCX - unemployment compensation for ex-servicemen; UCFE - unemployment compensation for Federal employees. Federal and State forms and records relating to UC qualification and certification of former Federal civilian and military personnel.	Paper	6/2/1975	Years	2	Years	3	Destroy	Current
Schedule #: 113 7#:MDTA Records - UC								
Manpower Development and Training Act (discontinued program). Forms relating to applicants for training under MDTA, including entitlement forms, referral notices, requests for allowances, certification records, and general correspondence.	Paper	6/2/1975	Years	2	Years	4	Destroy	Current
Schedule #: 113 8#:CEP Trainee Records - UC								
CEP - Concentrated Employment Program (discontinued.) Forms relating to applicants for training under CEP, including entitlement forms, referral notices, requests for allowances, certification records, and general correspondence.	Paper	6/2/1975	Years	2	Years	3	Destroy	Current
Schedule #: 113 9#:TRA Records - UC								
Trade Readjustment Allowances. Forms relating to applicants for TRA, including payment authorization notices, determination of entitlement, and payment ledger card.	Paper	6/2/1975	Years	2	Years	3	Destroy	Current
Schedule #: 132 12#:Determination/Redetermination of Insured Status								
Monetary determination or determinsation to unemployment benefits. Indicates the maximum weekly benefit amount and maximum amount of regular benefits.	Roll Microfilm	8/12/1975	Years	4	No Retention	0	Destroy	Current
Monetary determination or determinsation to unemployment benefits. Indicates the maximum weekly benefit amount and maximum amount of regular benefits. Microfilm and destroy paper.	Paper	8/12/1975	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 145 14#:Employer Ledgers								
Bookkeeping ledgers containing information relative to Quarterly Employer Contribution Reports. This method is being replaced by computerization and will no longer be used in the future.	Paper	10/8/1975	Years	0	Years	5	Destroy	Current
Schedule #: 151 15#:Local Office Batch Files								
Me.B-1 Request for Separation Information; Me.Bp1.1 Lack of Work Separation Notice; Me.3-2.1 Additional Application for Benefits; Me. B-2.5 Claimant Questionnaire; Me.B-9 Claim for Unemployment Benefits and Earnings Report; Me.B-11.1 Supplemental Continued Claim Form; Me.B-20 Return to Work Claim; Me.BD-1DP Determination of Insured Status; Me.BD-1.1 LNotice of Potential Benefit Charge; Me.BD-4 Statement Supporting Deputy's Findings of Fact; Me.BD-4.5 Physician's Report of Claimant; Me.FD-21 Letter; and other related documents.	Paper	10/29/1986	Years	2	Years	3	Destroy	Current
Schedule #: 151 16#:Claim Record Cards (Including Interstate)								
Claimant's application for unemployment insurance benefits and weekly record of claims.	Paper	10/29/1986	Years	2	Years	3	Destroy	Current
Schedule #: 163 17#:Unemployment Compensation Director's Correspondence Files								
Correspondence from claimants, employers, senators and the governor in letter format. Also memorandums from the 14 local offices and other divisions of the Employment Security Commission.	Paper	1/22/1976	Years	1	No Retention	0	Destroy	Current
Schedule #: 170 18#:Unemployment Compensation Benefit Checks								
Unemployment Compensation Benefit Checks	CD	4/7/2003	Years	6	No Retention	0	Destroy	Current
Schedule #: 180 19#:Purge Benefit Master File								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
This is a list on microfilm of claimants whose benefit year ends during a calendar year, purged from the computer tape Master Benefit File, which lists all claimants.	Computer Output Microfilm	4/13/1976	Years	0	Years	10	Destroy	Current

Schedule #: 193 20#:Combined Wage Packets - Wages Transferred Out-of-State

Packets containing all correspondence concerning transfer of Maine wages and their use in Out-of-State Combined Wage Claims. Included are: Inter-1.1, Notcie of Potential Benefit Charge; IB-5, Report on Determination of Combined-Wage Claim;' IB-4, Request for Transfer of Wages - Interstate Arrangement for Combining Employment and Wages; B-3, Detail Wage Request (Computer Printout); B-3.1, Request for Verification of Wages; B-1.1A, Special Request for Wage and Separation Information; B-1, Request for Separation Information; B-1DR, Request for Additional Separation Information; B-2.5DR, Claimant's Questionnaire; B-1.1B, Notice on Transfer of Wages; Inter-5, Letter re Employer Billing Under Combined-Wage Program; other letters necessary to complete determination.	Paper	7/14/1976	Years	3	Years	2	Destroy	Current

Schedule #: 193 21#:Combined Wage Packets - Wages Transferred In - Eligible

Packets containing all correspondence concerning Maine Combined Wage claimants' monetary determinations. Included are: Inter-2.1, Monetary Determination - Interstate Arrangement for Combining Employment and Wages; IB-5, Report on Determination of Combined-Wage Claim; IB-4, Request for Transfer of Wages - Interstate Arrangement for Combining Employment and Wages; Transcript - Claimant Benefit Master Inquiry (computer printout); other letters and memos as necessary to complete determination.	Paper	7/14/1976	Years	3	Years	2	Destroy	Current

Schedule #: 193 22#:Combined Wage Packets - Wages Transferred In - Ineligible

Packets containing all correspondence concerning claimants found to be not eligible for combining in Maine. Included are: IB-5, Notice on Determination of Combined Wage Claim; ADM-1.1, Inter-Office Memorandum; Inter-2.1, Monetary Determination - Interstate Arrangement for Combining Employment and Wages; other letters, memos, and notices as necessary to completed determination.	Paper	7/14/1976	Years	2	Years	2	Destroy	Current

Schedule #: 196 23#:Complaint Related Forms: Statewide - Local Offices

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The first form is made out when an applicant has a complaint against an employer, the Employment Service Division or the Unemployment Insurance Division. The second form is used to record non-Employment Service Related Complaints. Forms: Me. ES-3 Complaint Form; Me. ES-3.4 Complaint Log.	Paper	7/12/1976	Years	3	No Retention	0	Destroy	Current

Schedule #: 196 24#:Test Related Forms: Answer Sheets & Record of Apparatus Test Scores

Answer sheets are made out by clients while taking the test(s). Me. ES-518.1, Record of Apparatus Test Scores (GATB and NATB) - Parts IX-XII; Answer Sheet Parts I-VII (GATB); Answer Sheet Parts VIII (GATB and NATB); Answer Sheet Tests A, B, C, D, E, F, G, H, I (NATB).	Paper	7/12/1976	Years	1	No Retention	0	Destroy	Current

Schedule #: 196 25#:Employment Service Director's Correspondence

All of the Employment Service Director's correspondence relating to Employment Service operations: U.S. Dept. of Labor -Washington, D.C.; Regional Office of Dept. of Labor - Boston, MA; Governor's Office; public.	Paper	7/12/1976	Years	2	Years	1	Destroy	Current

Schedule #: 196 26#:Test Record Cards

Test Record Cards are made out by agency personnel to record test results of: GATB, NATB, Basic Occupational Literacy Test (BOLT), spelling, and proficiency tests (typing and shorthand). MA 7-23, Test Record Card (Non-Reading Aptitude Test Battery - NATB); MA 7-49 (Formally numbered ME.ES518) Test Record Card (General Aptitude Test Battery - GATB).	Paper	7/12/1976	Years	3	No Retention	0	Destroy	Current

Schedule #: 204 27#:Registration Related Forms

All work registration forms containing characteristics of applicants and past work experience: ES-511, Registration Form for non-veterans; ES-511V, Registration Form for veterans; ES-512, Additional Registration Card, non-veteran; ES-512V, Additional Registration Card, vteran; ES-617, Counseling and Record Control; ES-511.1, Counseling Supplement; ES-571B, Capacities Report - Physical Status; ES-571C, Capacities Report, Mental Status. Retention period begins at inactivation.	Paper	7/15/1976	Years	1	No Retention	0	Destroy	Current

Schedule #: 204 28#:WIN Related Forms

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
All WIN Program Forms containing the flow of an applicant in the WIN Program. Me. WIN 617 WIN Record and Control. Retention period begins after last payment.	Paper	7/15/1976	Years	3	No Retention	0	Destroy	Current

Schedule #: 223 30#:Employer History

These reports contain information about job orders received by the Job Service Division. The reports are arranged by local office for specified months and contain the following: Job Order Characteristics - occupation code, duration of job, wage, number of openings, industrial code, number of referrals, number of openings filled, job requirements. Retain in agency 3 months.	Paper	12/7/1976	Retention of Less than 1 Year - See Description	0	Years	7	Destroy	Current

Schedule #: 223 34#:ES-202 Federal Tabulations & Area Reports

These reports contain data on employers subject to the Federal-State Unemployment Insurance Program. The reports are arranged by quarter and contain the following number of reporting units, monthly covered employment, quarterly total and taxable wages, and contributions. Data are classified by industry code and location.	Paper	10/3/1985	Years	2	Years	25	Destroy	Current

Schedule #: 223 35#:ES-202 Firm Listings

These reports contain data on employers subject to the Federal-State Unemployment Insurance Program. The reports are arranged by quarter and contain the following: employer name, town location, four-digit industry code and total wages.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Schedule #: 223 36#:ES-202 Proof Listings

These reports contain data on employers subject to the Federal-State Unemployment Insurance Program. The reports are arranged by quarter and contain the following for each four-digit industry code: employer number, location code, monthly employment, total wages, taxable wages and contributions.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Schedule #: 223 37#:ES-203 Char. of Insured Unemployed

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
These reports are based on a sample and contain data pertaining to individuals filing for benefits under the State Unemployment Insurance Program. The reports are arranged by statewide and local office and contain the following: type of claim, number of weeks claimed, current duration of unemployment, year of birth, sex, color, industry, and occupation. Series includes MA-5-142 and MA 5-143 reports.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Schedule #: 223 38#:ES-207, ES-210.3 & ES210.4 Reports

These reports contain data on individuals filing for benefits under the Federal-State Unemployment Insurance Program. The reports are weekly, monthly, and quarterly for each benefit program. The following data elements are included: number of nonmonetary determinations, redeterminations and requalifications by issue; number of initial claims, continued claims, benefit rights interviews and periodic interviews.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Schedule #: 223 39#:ES-210-C-4, 217, Town & Country, Canadian Claims-Payment Reports

These reports contain data on individuals receiving benefits under the Federal-State Unemployment Insurance Program. The 210 C-4 reports are weekly and monthly, while all remaining reports are monthly; all reports are arranged by benefit program and contain the following: 210 C-4, number of weeks compensated, first payments, last payments by industry for each local office and statewide; 217, number of weeks compensated, first payments, last payments for each four-digit industry total; T & C, number and amount of weeks compensated for each city, town and county; Canadian Claims and County, number of weeks compensated, first payments, last payments by industry for each local office and statewide.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Schedule #: 223 40#:ES-215 (Pensioners), ES-218 (Monetary Determinations), MA-588

These reports contain data on individuals receiving benefits under the Federal-State Unemployment Insurance Program. All reports have data for each benefit program except for the MA 5-88, which is for the Emergency Compensation Program only. The following information is included: ES-215, number and amount of weeks compensated for total unemployment and for payments reduced due to pensions; ES-218, number determined eligible and number exhausting benefits by weeks of duration, number entitled to maximum weekly benefit amount and maximum duration; MA 5-88, number of first and final payments by age, sex, color, industry, and occupation code.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 227 41#:Area Industry - Occupation Matrices						
Using census occupations, industry-occupation matrices are included for the years 1970 and 1980 for the Portland Labor Market Area and the Lewiston-Auburn Standard Metropolitan Statistical Area.	Paper	12/30/1976	Years 3	Years 2	Destroy	Current
Schedule #: 227 42#:State Industry-Occupation Matrices and Occupational Employment						
The Occupational Employment Statistics Nonmanufacturing 1973 Survey control file, address file and clean data. Listings from the 1971 Survey of State Government Employment: 1. State Government, including the University of Maine; 2. State Government by department; 3. State Government, except the University of Maine; 4. University of Maine, by campus; 5. University of Maine, all campuses. State wide 1970 industry-occupation matrix by class of worker; statewide 1960, 1969, and 1980 industry-occupation matrix; statewide 1980 industry-occupation matrix. Note: Per department, series obsolete as of 1/1/89.	Paper	1/3/1977	Years 3	Years 2	Destroy	Current
Schedule #: 227 43#:Job Openings Survey						
Computer printouts of the quarterly survey of job openings in the State summarized by occupation, by industry by occupation, by major industry by occupation, by CAMPS district, by local office, and by county are included for August 1973 through November 1974.	Computer Printout	1/3/1977	Years 3	Years 2	Destroy	Current
Schedule #: 227 44#:Occupational Employment Statistics Forms						
Occupational Employment Statistics completed survey forms from the following surveys: Nonmanufacturing 1975; Manufacturing 1974; Trade 1973; Local Government 1975. Note: Per department, series obsolete as of 1/1/89.	Paper	1/3/1977	Years 1	Years 2	Destroy	Current
Schedule #: 227 45#:Weekly Local Office Reports (MR-207, MR-209, MR-210, MR-218)						
These reports contain weekly counts of activities performed by the Job Service and Unemployment Insurance Divisions. The reports are arranged by local office for specified months and contain the following: MR-207, Nonmonetary Determinations by Issue; MR-209, Employer Visits and Telephone Contacts; MR-210, Initial and Continued Claims by Program and Type; MR-218, Monetary Determinations.	Paper	12/15/1988	Years 2	Years 4	Destroy	Current

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 233 46#:CETA Trainee Payment Account Records						
Comprehensive Employment and Training Act. Title I, S. 95.34 Training Allowances. All records which assure accountability and uniformity, and to facilitate the necessary coordination with other programs, the system for payment of allowances under the Act are included in the participants' folders.	Paper	4/12/1977	Years 1	Years 2	Destroy	Current
Schedule #: 245 47#:Unemployment Compensation Fund Accounts - Fiscal Records						
This is the file of source documents used when posting all fiscal transactions related to the Unemployment Compensation Fund Accounts. It also includes month end reports and bank statements.	Paper	9/30/1977	Years 1	Years 3	Destroy	Current
Schedule #: 246 48#:Deputy's Decisions						
Local Office's copy of Deputy's Decisions which determine eligibility of claimants to unemployment benefits when an issue as to their eligibility arises. Attached with the Deputy's Decision is material which supports the Deputy's decision.	Paper	12/29/1986	Years 2	Years 3	Destroy	Current
Schedule #: 260 49#:ES-213 Claims Activities, Payments and Interstate Claims						
The Es-213 reports contain data on the number of claims filed, weeks compensated, and amounts paid under the Federal-State Unemployment Insurance Program. The reports are arranged statewide by month for each benefit program and contain the following: initial claims, weeks claimed, first payments, weeks compensated - number and amount, final payments, and first payment time lapse data.	Computer Printout	9/2/1986	Years 2	Years 9	Destroy	Current
Computer printout record of unemployment checks issued to claimants.	Computer Printout	2/20/1979	Years 1	Years 3	Destroy	Current
Schedule #: 271 51#:Combined Wage Packets - Wages Transferred Out - Ineligible						

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Packets containing all correspondence concerning transfer of Maine wages and their use in Out-of-State Combined Wage Claims. Included are: IB-5, Report on Determination of Combined-Wage Claim; Inter-1.1, Note of Potential Benefit Charge; IB-4, Request for Transfer of Wages-Interstate Arrangement for Combining Employment and Wages; B-3, Detail Wage Request (Computer Printout); B-3.1, Request for Verification of Wage; B-1.1A, Special Request for Wage and Separation Information; B-1, Request for Separation Information; B-1.1B, Notice of Transfer of Wages; other letters necessary to completed determination.	Paper	2/20/1979	Years	2	Years	3	Destroy	Current
Schedule #: 272 50#:SUAP Monetary Determinations								
SUAP=Special Unemployment Assistance Program. Claimant's determination of entitlement under the SUA Program. (Program terminated.)	Paper	3/26/1979	Years	0	Years	3	Destroy	Current
Schedule #: 290 52#:All Employees Payroll Project								
(BLS 790 Schedules.) These forms contain 12 months of employment, payroll and hours information for firms in the Current Employment Statistics sample. BLS Regional Office requires that previous year's schedules be kept for 3 years.	Paper	1/21/1988	Years	3	Years	3	Destroy	Current
Schedule #: 290 53#:BLS 70 Office Record Cards								
Each card represent 1 year's data on employment hours and payroll for firms in the Current Employment Statistics sample. In 1976 a cumulative listing was initiated which is kept in the agecy and contains this data. These office record cards are kept to retain data for individual firms previous to the cumulative listing. They include 1970 through 1975. Note: Per department, series obsolete as of 1/1/89.	Paper	2/26/1980	Years	0	No Retention	0	Archives	Current
Schedule #: 290 54#:BLS 790 and DL 1219 Canceled Reports								
These are schedules for firms who were in the Current Employment Statistics sample. They show the employment, payroll and hours for the firm until it terminated reporting and subsequently was canceled from the sample. A canceled firm must not be resolicited for re-inclusion in the sample until three years have elapsed from the canceled data. Note: Per department, series obsolete as of 1/1/89.	Paper	2/26/1980	Years	1	Years	2	Destroy	Current
Schedule #: 290 55#:Historical Employment Hours and Earnings Data								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
These reports contain employment, hours and earnings historical data by month in finer detail than is published. These include data from 1947 through 1969.	Paper	12/15/1988	Years	5	No Retention	0	Archives	Current

Schedule #: 299 56#:MR-203 - Weeks Compensated by County and Labor Market Areas

Monthly tabulations of the number of weeks compensated for insured (less partials) by industry, sex, and family responsibility for each county and labor market area in Maine plus statewide.	Computer Printout	9/2/1986	Years	2	Years	9	Destroy	Current

Schedule #: 343 57#:BLS I Continued Claimants

The BLS I reports contain data on the number of continued claims certified to unemployment in the week including the 12th. The reports are arranged by Labor Market Area by month and include claimants with and without earnings for UI, UCFE, and UCX programs.	Paper	1/23/1985	Years	2	Years	5	Destroy	Current

Schedule #: 343 58#:BLS II Final Payments

The BLS II reports contain data on the number of final payment to claimants. The reports are arranged by week of certification and residence for UI, UCFE, and UCX programs.	Paper	1/23/1985	Years	2	Years	5	Destroy	Current

Schedule #: 343 59#:BLS III Disqualified Claimants

The BLS III reports contain data on the number of claimants disqualified under separation issues. The reports are arranged by week of imposition, length of penalty and residence location for UI, UCFE, UCX.	Paper	1/23/1985	Years	2	Years	5	Destroy	Current

Schedule #: 343 60#:Me. MR-210 Claims Activity

The Me. MR-210 reports contain data on the number of claims filed, Benefit Rights interviews, and Eligibility Review program interviews for Regular and FSC Benefits. The reports are arranged by local office by week and includes the following: initial claims, continued claims, Benefit Rights interviews, Eligibility Review Interviews, and itinerant point information.	Paper	12/15/1988	Years	2	Years	5	Destroy	Current

Schedule #: 343 61#:Me. EAR-520 Employer Services Activity

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The ES-520 reports contain information on Employer Services Activity. The reports are arranged by Job Service local office by month and include the following: visits to nonagricultural employers (total and major market) and agricultural employers and telephone contacts with same.	Paper	12/15/1988	Years	2	Years	5	Destroy	Current
Schedule #: 343 62#:Me. EAR-210 ERP Eligibility Review Program Interviews								
The Me. EAR-210 ERP reports contain information on the number and results of Eligibility Review Program Interviews. The reports are arranged by local office by week and contain the following: interviews conducted, number failing to report, disqualifications, referrals to adjudication, referrals to Job Service and other training, and number returning to work.	Paper	12/15/1988	Years	2	Years	5	Destroy	Current
Schedule #: 343 63#:Me. EAR-207 Nonmonetary Determination								
The EAR-207 reports contain data in deputires' nonmonetary determinations. The reports are arranged by local office by week and include determinations, redeterminations and requalifications for all separation issues for UI, UCFE, and UCX programs.	Paper	12/15/1988	Years	2	Years	5	Destroy	Current
Schedule #: 379 64#:ETA & BLS Correspondence								
Correspondence to and from the Bureau of Labor Statistics (BLS) Regional and National Offices and correspondence to and from the Employment and Training Administration Regional and National Offices.	Paper	9/17/1985	Years	3	Years	10	Destroy	Current
Schedule #: 379 65#:Division Correspondence, News Releases & Reports								
Division correspondence consisting of interdepartmental correspondence, agency correspondence, copies of request for information and responses, copies of Dept. of Labor new releases, copies of Legislative Research Reports, and copies of weekly reports to the Executive Director.	Paper	9/17/1985	Years	3	Years	5	Destroy	Current
Schedule #: 424 66#:Temporary Alien Labor Certification in Agriculture and Logging								
Forms MA 7-95, MA 7-50B, ETA 7148, MA7-90, ES-338, ES-514M.	Paper	1/16/1986	Years	3	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 464 67#:Random Audit/Quality Control File Folders								
Current monetary determination/redetermination; records of payments, denials for current benefit year; wage investigation form, both benefit year and benefit period; work search verification forms; etc.	Paper	4/24/1986	Years	2	Years	3	Destroy	Current
Current monetary determination/redetermination; records of payments, denials for current benefit year; wage investigation form, both benefit year and benefit period; work search verification forms; etc.	Computer Printout	4/24/1986	Years	2	Years	3	Destroy	Current
Schedule #: 567 68#:Employers Quarterly Reports - Form ME C-1								
Formerly Employer's Contribution Reports, Form Me C-1 (series 2) and Quaterly Report of Earnings of Each Employee (series 13). Quarterly report submitted by Maine Employers for compliance under the Employment Security Law. Report lists names of employees, S.S. No's, total gross payroll of the company, total taxable payroll, amount paid to each individual worker during the quarter reported.	Paper	10/14/1986	Years	2	Years	4	Destroy	Current
	Roll Microfilm	11/20/2023	Years	2	Years	4	Destroy	Current
Schedule #: 573 69#:Batch Weekly Claim Card Files-Me. B-100 Forms and Related Material								
These forms are submitted by claimants each week to request unemployment compensation for the previous week.	Paper	10/29/1986	Years	2	Years	3	Destroy	Current
Schedule #: 575 70#:Targeted Jobs Tax Credit								
Forms ETA-8470, ETA-8469, ETA-8468: Denial, Verification, and Tally Sheets.	Paper	11/4/1986	Years	3	No Retention	0	Destroy	Current
Schedule #: 604 71#:D/EA&R CETA Records								
CETA correspondence, planning information, rules and regulations.	Paper	2/17/1987	Years	3	Years	5	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 605 72#:D/EA&R Publications						
Original publication that need to be kept for reference over the next 15 years then destroyed i.e. technical services monographs, staff indices, staffing patterns, annual planning information, demographic (census), occupational employment publications.	Paper	2/17/1987	Years 3	Years 5	Destroy	Current
Schedule #: 606 73#:D/EA&R Publications of Permanent Record						
Original D/EA&R publications with long term value giving summary information i.e. Employment & Earnings Statisitcal Handbook and Civilian Labor Force Estimates. These publications have historical value as they provide: (1) Estimates on the Maine Labor Force including those developed by Labor Market Area and Minor Civil Divisions; (2) detailed employment and wage information for the state and by Labor Market Area; (3) and other economic information as collected under the provisions of the Maine Employment Security Law.	Paper	2/17/1987	Years 3	Years 5	Archives	Current
Schedule #: 629 74#:Unemployment Tax Cash/Bank List						
List of employer contributions received listed in employer no. sequence within a batch. List of contributions by position in the batch. Distribution of income forms Me. BM-20.1.	Paper	11/18/1987	Years 1	Years 2	Destroy	Current
Schedule #: 636 75#:EB and FSB Eligibility Lists						
Computer lists of extended benefits and federal supplemental benefits eligibility by local office.	Computer Printout	11/18/1987	Years 1	Years 2	Destroy	Current
Schedule #: 670 77#:Benefit Audit Files						
Files may contain copy of checks, claim card, deputy decision, Form B-1, statements, transcripts, monetary determinations and all related material.	Paper	3/15/1988	Years 1	Years 5	Destroy	Current
Schedule #: 679 78#:Dislocated Worker's Benefits (DWB) Claim Materials						
Claim applications, control card, entitlement determination, request for allowances, and claim forms.	Paper	5/24/1988	Years 2	Years 3	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 696 100#:Magnetic Tape working storage files (DOL)								
Magnetic tape working storage files consisting of: cost accounting ,masters, transactions; Benefit payment masters,transactions; Job service orders, transactions; ESARS Report masters; ES-202 Report Masters. Data will be disposed of in one month cycles.	Magnetic Tape	8/16/1988	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Schedule #: 718 79#:D/EA&R Surveys and Special Research Projects								
Division surveys; analyses; findings; and correspondence for the woods wage survey; apple wage survey and H2-A prevailing practices survey.	Paper	12/13/1988	Years	4	Years	10	Archives	Current
Schedule #: 734 80#:Regional Correspondence Issuance and Program Letters								
Correspondence from both Boston and Washington USDOL Regional Office, Directives in the form of various Issuance and Program Letters.	Paper	3/28/1989	Years	3	No Retention	0	Destroy	Current
Schedule #: 734 81#:Trade Readjustment Assistance Material								
Petitions, Certifications, and Denials for TAA. "Administration investigations regarding certifications of eligibility to apply for worker adjustment assistance.	Paper	3/28/1989	Years	3	Years	3	Destroy	Current
Schedule #: 734 82#:ICESA AND IAPES								
Interstate Conference of Employment Security Agencies, Inc. and International Association of Personnel in Employment Security notices of meetings, minutes and related correspondence.	Paper	3/28/1989	Years	5	No Retention	0	Destroy	Current
Schedule #: 734 83#:MHRD Council Material (Maine Human Resource Development)								
Minutes of meetings, reports to Governor. Directives from lead agency. The goal of the council is to coordinate Human Resource Development planning with economic development planning so that a human resource developemnt strategy is better utilized as an economic development tool.	Paper	3/28/1989	Years	6	No Retention	0	Destroy	Current
Schedule #: 734 84#:BES Court Cases								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
UI Claims appeals and commission decisions. Unemployment insurance benefits which are denighed by the Appeal Tribunal of the Maine unemployment Insurance Commissions and are contested to civil action by the petitioner. Keep in agency until case settled plus 3 years.	Paper	3/28/1989	Years	3	No Retention	0	Destroy	Current
Schedule #: 734 85#:Policies (Labor Department)								
Departmental policies issued by the Commissioner. Keep in agency until updated plus 3 years.	Paper	3/28/1989	Years	3	No Retention	0	Destroy	Current
Schedule #: 734 86#:Agreements (Labor Department)								
Financial and Nonfinancial agreements of various kinds with other State departments and outside vendors. May include licensing agreements for computer system programs; attachments; program inventory lists and related correspondence. Keep in agency until terminated plus 2 years.	Paper	3/28/1989	Years	2	No Retention	0	Destroy	Current
Schedule #: 734 87#:Contracts (Labor Department)								
All federal monies are allocated via contracts and grants. Keep in agency until terminated plus 2 years.	Paper	3/28/1989	Years	2	No Retention	0	Destroy	Current
Schedule #: 734 88#:Weekly Reports (Labor Department)								
Reports from Division Directors to Exectutive Director who reports to Commissioner who in turn sends report to governor weekly.	Paper	3/28/1989	Years	2	No Retention	0	Destroy	Current
Schedule #: 734 89#:News Summary (Labor Department)								
Articles pertinent to DOL are cut from all papers and distributed. Keep in agency 6 months and destroy.	NC	3/28/1989	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Schedule #: 734 90#:News Releases (Labor Department)								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Both Maine and USDOL send out press releases on various topics.	Paper	3/28/1989	Years	6	No Retention	0	Destroy	Current

Schedule #: 922 92#:Computer Programming Documentation - OIS

New Application Programming Information/Data	Magnetic Tape	3/21/1991	Destroy When Updated	0	No Retention	0	Destroy	Current
New Application Programming Information/Data. Keep in agency until system is replaced or discontinued.	Paper	3/21/1991	Destroy When Updated	0	No Retention	0	Destroy	Current

Schedule #: 1023 93#:Worker's Compensation Request Form

1. Identifies: Insurance Company name and address involved. Date noted, local office, claimant name and social security number. 2. Claimant's signature and date signed to reolease information. 3. Base period quarters to be completed by insuring company. 4. Authorize: Insurance name, official signature, telephone number, and date signed. 5. Purpose of records is to obtain information to be used for unemployment filing.	Paper	2/2/1993	Years	1	Years	2	Destroy	Current

Schedule #: 1155 94#:Occupational Employment Statistics

Data files of occupational employment statistics. Retention period is a Federal requirement.	Floppy Disk	2/7/1995	Years	9	No Retention	0	Destroy	Current
Computer listings of data files of occupational employment statistics. This retention applies only to 1985, 1986, and 1987; the data from these years was accidentally deleted, and Federal regulations require that it be kept in some form for 9 years.	Paper	2/7/1995	Years	4	Years	5	Destroy	Current

Schedule #: 1934 101A:TPS Program - TPS Acceptance Sample Reviews

Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The ET 407 handbook, TPS Operations Handbook provides standard instructions for operating the Core TPS program. The TPS program is a part of the Department's "UI Performs," a comprehensive performance system in which the States and Federal Government work together as partners to strengthen the UI system. TPS Acceptance Sample Reviews are one part of the Program Review process and are conducted on a cyclical basis (04/01-03/31). Acceptance Sample Reviews are completed annually within the 04/01-03/31 TPS cycle. This data is used by Agency and Region 1 as designed. The Agency is required to keep TPS Acceptance Sample Reviews for 7-years per the ET 407 Handbook guidelines and instructions. There are 13 tax functions which have various types of internal controls and these reviews are an assessment of State's internal controls or quality assurance systems. The presence of these controls and verification by the review is a part of the Program Review process that should ensure State's UI revenue transactions are processed accurately. Sampling small "acceptance" or "discovery" samples are examined for each tax function. Due to the small number of samples, this test is intended simply to signal potential problem areas in those tax functions where 3 or more cases are found to fail. It indicates - with a 90% confidence level - that the particular tax function ahs an error rate of 8.8% or more. These tax functions are: Status Determinations (New / Successor / Inactivations & Terminations; Cashiering; Report Delinquency; collections; Field Audits; Report Processing; Debits a& Billings - Contributory & Reimbursing; Credits & Refunds; Benefit Charging; and Tax Rates. A review can contain, but not limited to: various Tiny Term screen shots, ORBIT reports, billing notices, forms, communications, staff emails, annotations, etc. that support the review results and scoring.	Paper	4/23/2014	Years	1	Years	6	Destroy	Current

Schedule #: 1934 101B:TPS Program - TPS System Reviews

Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The ET 407 handbook, TPS Operations Handbook provides standard instructions for operating the Core TPS program. The TPS program is a part of the Department's "UI Performs," a comprehensive performance system in which the States and Federal Government work together as partners to strengthen the UI system. TPS System Reviews are one part of the Program Review process and are conducted on a cyclical basis (04/01-03/31). System Reviews of State internal controls take place every four years unless problems have been discovered or program changes have been made within the last year. This data is used by Agency and Region 1 As designed. The Agency is required to keep TPS system Reviews for 7-years per the ET 407 Handbook guidelines and instructions. The System Review is an audit of various types of internal controls and is an organized assessment of State's internal controls or quality assurance systems. The presence of these controls and verification by the System Review (audit) process should ensure that State's UI revenue transactions are processed accurately. A system Review can contain, but not limited to: interview sheet, tax function System Review Questionnaire - various sections, related Agency Standard Operations Procedures, emails, forms and reports.	Paper	4/23/2014	Years	1	Years	6	Destroy	Current

Schedule #: 2141 102:Dislocated Worker Benefits (DWB)

Dislocated Worker Benefit Program Records (DWB) - Dislocated Worker Benefits is an unemployment program for individuals who have been separated from their job through no fault of their own and are expected to be out of work for an extended period of time. It provides extra weekly unemployment benefits for eligible individuals: a. Who are in an "approved training" program, and b. Who have exhausted their regular unemployment benefits and are not eligible for unemployment benefits under any other program. c. For a maximum of 26 weeks per benefit year or until the approved training ends, whichever is first. DWB Determination - DWB Monetary Determination DWB Payments - DWB weekly payment, training verification forms DWB-1 - Request for Determination of DWB Entitlement	Digital File	9/11/2019	Years	8	No Retention	0	Destroy	Current

Schedule #: 2142 103:WorkShare Program Claimant Records

Department Series Report

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
WorkShare Program Claimant Records - also known as short-term compensation, a voluntary program initiated by an employer to help support their workers during a down-turn in business. Records include: WorkShare Initial Claim, Claimant Initial Claim, WorkShare Weekly Claim, Claimant Weekly Claim	Digital File	9/16/2019	Years	3	No Retention	0	Destroy	Current

Schedule #: 2143 104:Appeal Documents (multi-level) w/ 30 Day Materials

Appeal Documents with 30 Day Materials (supporting documents for decision) for: Division of Administrative Hearings (DAH), Unemployment Insurance Commission (UIC) and Superior Court. Records include: 30 Day Admin Hearings - DAH Decision w/ 30 Day Materials 30 Day Commission - Commission Decision w/ 30 Day Materials 30 Day Court - 30 Day Court Decision Court Dec - Superior Court Decision	Digital File	9/16/2019	Years	8	No Retention	0	Destroy	Current

Schedule #: 2144 105:Benefits / Recovery Letters

Series of overpayment and demand letters to claimants. Records include: Form B-16.1 Notice of Overpayment and demand for payment Form B-16.2 Second notice of Overpayment and demand for payment Form B-16.3 Third and final demand for payment Form B-16.4 Notice of Fraud overpayment Form B-16.5 Second notice of Fraud overpayment Form B-16.6 Final demand of payment of Fraud overpayment Form B-16.7 Quarterly Interest notice	Digital File	9/16/2019	Years	3	No Retention	0	Destroy	Current

Schedule #: 2145 106:Combined Wage Claim Program (CWC)

Department Series Report

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Combined Wage Claim (CWC) Program Records - multiple state wage records used to establish a Maine Claim or an Interstate Claim Records include: BD1CW - Separation Decision, Charge Notice - CW Unit Bill In - CW Incoming Bill from Out of State Claims Bill Out - CW Outgoing Bill to Other State Call Center IB 4&5 - Report on Determination of CW CW B-1 - Request for Separation/Wage Information CW Discrepancy Report Incoming - CW Discrepancy, Incoming CW Discrepancy Report Outgoing - CW Discrepancy, Outgoing CWU Correspondence - CW Correspondence IB1 - Initial Interstate Claim IB4 - CW, Request for Wages IB5 - CW Wages, Confirmation Receipt on if wages were used or returned	Digital File	9/16/2019	Years	3	No Retention	0	Destroy	Current

Schedule #: 2146 107:Federal Extension Programs - Extended Benefits (EB) and Emergency Unemployment Compensation (EUC)

Federal Extension Program records for: Extended Benefits (EB) and Emergency Unemployment Compensation (EUC). Programs that are enacted during periods of high unemployment to extend unemployment benefits. Records include: EUC Correspondence - Notification of Reduction of EUC Benefits EUC Work Search Audit - EUC Work Search Audit EUC Work Search Log - Details of Work Search Efforts EUC08 APP - EUC Application Second Tier EUC08 APP - Application for Second Tier EUC EUC 30 Day No OPS - 30 day support documents for EUC decision with no overpayment EB Pay - Extended Benefit Payment	Digital File	9/16/2019	Years	3	No Retention	0	Destroy	Current

Schedule #: 2147 108:Reemployment and Eligibility Assessment Programs

Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Reemployment and Eligibility Assessment Program Services (REA / RESEA / WPRS) - various letters directing claimants to report to a CareerCenter to attend required assessment workshops. Records include: Profiling Letter - Letter outlining Reemployment Services RESEA_A: Initial Level A Workshop Letter RESEA_B: Level B One-on-One Letter RESEA_C: Level C One-on-One Letter RESEA_R: Review Rescheduled WPRS_A: Worker Profiling and Reemployment Services (WPRS) REA1: Reemployment and Eligibility Assessment Workshop (month 1) REA3: Reemployment and Eligibility Assessment Workshop (month 3) REAU: Reemployment and Eligibility Assessment Workshop Emergency Unemployment Compensation (EUC)	Digital File	9/16/2019	Years	5	No Retention	0	Destroy	Current

Schedule #: 2148 109:TRADE Program

Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA), and Trade Readjustment Allowances (TRA) help trade-affected workers who have lost their jobs as a result of increased imports or shifts in production out of the United States. Eligibility is determined by the U.S. Department of Labor. Trade Program records may include: 858 - Special Payment Unit (SPU) ATAA DOCS - Claimant paystubs from ATAA Trade Program Pending SPU Docs - SPU pending app / correspondence SPU BYE Determination - SPU benefit year determination SPU BYE Letters - Letter to claimant requesting more info for SPU SPU Correspondence - Authorized signature statement SPU Waiver - Letter to claimant, requirements met for waiver TRA Blanket Certs / Apps - Commission Decision TRA Payments - TRA payments	Digital File	9/16/2019	Years	3	No Retention	0	Destroy	Current

Schedule #: 2149 110:Monetary Documents

Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Documents used to determine monetary entitlement; the dollar amount of unemployment benefits allowed. Records include: BD1DP Determination of Insured Status, BD1DPA Determination of Insured Status - Agency Copy, Monetary Agency - agency record showing employer responsible for benefits and Monetary Support Docs - documents supporting monetary.	Digital File	10/10/2019	Years	8	No Retention	0	Destroy	Current

Schedule #: 2150 111:Benefits Overpayment Correspondence

Copies of Lottery and Court Ordered overpayment offset checks received for collections of overpayments.	Digital File	10/10/2019	Years	8	No Retention	0	Destroy	Current

Schedule #: 2151 112:Federal Programs for Ex-Military (UCX) and Federal Civilian Employees (UCFE)

Records include: Ex-Military (UCX - Unemployment Compensation eX-Military) and Federal Civilian Employee (UCFE - Unemployemnt Compensation Federal Employee) UCFE 931 - Federal Civilian Service Request for Wage & Separation Information and UCX 970 - Request for Determination of Military Service/Wages	Digital File	10/10/2019	Years	3	No Retention	0	Destroy	Current

160#:Deafness

Schedule #: 493 48#:Hearing Impaired Children's Program File

Application, confidential information form, authorizations for services, correspondence, related documents.	Paper	6/20/1986	Years	2	No Retention	0	Destroy	Current

Schedule #: 493 49#:Deaf and Hearing Impaired Registry

Registry of all hearing impaired persons in the state; studies and evaluations done related to the needs of the population of deaf and hearing impaired. Destroy when client is no longer active.	Paper	6/20/1986	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current

Schedule #: 493 51#:Div. of Deafness Administrative File

Department Series Report

12: Labor

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Correspondence, goals and data on program, number of people in program, population data, need studies related to deafness and hearing impaired persons, reviews of cases, memos to counsellors and related material.	Paper	6/20/1986	Years	5	No Retention	0	Destroy	Current

Schedule #: 493 52#:Grants - Division of Deafness

Grants to institutions or programs for the deaf.	Paper	6/20/1986	Years	3	No Retention	0	Destroy	Current

Schedule #: 651 66#:Deaf Communications Program Files (Telecommunications - TDD)

TDD (Telecommunication Device for the Deaf) Program - cost sharing and lending program; TV decoder lending program. Vendor contracts and correspondence related to TDD program.	Paper	11/25/1987	Years	3	No Retention	0	Destroy	Current

180#:Maine Labor Relations Board

Schedule #: 314 1#:Bargaining Unit Election Materials, State and U Maine Units

All documents and materials relating to bargaining unit elections conducted by this agency for State and University of Maine employee bargaining units including showing of interest cards, election lists, ballots, challenged ballots, election tallying materials, ballot envelopes, etc. Disposition is contingent on there being no litigation pending.	Paper	8/10/1981	Years	1	No Retention	0	Destroy	Current

Schedule #: 333 2A:Prohibited Practice Complaint Files A. Decisions

Complaint filed by any public employer, any public employee organization or any bargaining agent which believes that any person, any public employer, any public employee, any public employee orgainzation or any bargaining agent has engaged in or engaging in a prohibited practice as defined in Sec. 964, Sec. 979-D or Sec. 1027 of Title 26, MRSA, as appropriate Keep in Agency until closed plus 2 years.	Paper	6/18/1999	Years	8	Years	0	Archives	Current

Schedule #: 333 2B:Prohibited Practice Complaint Case Files

Department Series Report

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Complaint filed by any public employer, any public employee organization or any bargaining agent which believes that any person, any public employer, any public employee, any public employee orgainzation or any bargaining agent has engaged in or engaging in a prohibited practice as defined in Sec. 964, Sec. 979-D or Sec. 1027 of Title 26, MRSA, as appropriate Keep in Agency until closed plus 2 years.	Paper	6/18/1999	Years	8	Years	0	Destroy	Current
Schedule #: 999 3#:Correspondence (Maine Labor Relations Board)								
These files contain: requests for copies of acts we administer, requests for interpretation of laws, job inquiries, requests for forms, newsletters, conference programs etc.	Paper	8/7/1992	Years	1	No Retention	0	Destroy	Current
Schedule #: 1299 4A:Board of Arbitration & Conciliation Decisions								
The final step in the grievance procedure is to go before the Board of Arbitration and Conciliation where a final decision on the grievance is rendered. Files include: The decision itself. Keep in Agency 2 years after closing.	Paper	1/12/1999	Years	2	Years	0	Archives	Current
Schedule #: 1299 4B:Board of Arbitration & Conciliation Decisions								
The final step in the grievance prodedure is to go before the Board of Arbitration and Conciliation where a final decision on the grievance is rendered. Files include: Request for arbitration; scheduling letter; list of exhibits. Keep in Agency 2 years after closing.	Paper	1/12/1999	Contingent Upon Event - See Description	2	Years	0	Destroy	Current
184#:Maine Occupational Inf. Coord. Comm.								
Schedule #: 698 1#:Career Resource Network								
Yearly BAG grants between NOICC and Moicc. Time Share Contracts purchasing equipment. Grants to Agencies and Schools.	Paper	6/8/1988	Years	1	Years	2	Destroy	Current
Schedule #: 698 2#:Promotional Materials for CIDS								
Photoplates to reproduce CIDS booklets. Career Informatioon Delivery System (CIDS) describes to students how the Maine Occupational Information Coordinating Committee works.	Paper	6/8/1988	Years	1	Years	2	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 698 3#:Correspondence - MOICC and NOICC								
Correspondence sent to and received from NOICC and MOICC.	Paper	6/8/1988	Years	1	Years	2	Destroy	Current
Schedule #: 698 4#:Correspondence - U.S. Government Memo's and Career Days								
U.S. Government correspondence received at this office. Correspondence referring to Career Days.	Paper	6/8/1988	Years	1	Years	2	Destroy	Current
168#:Office of the Commissioner								
Schedule #: 256 1#:Closed Employer Liability Cases								
Series consists of certified records of agency administrative proceedings, pleadings, briefs, correspondence and informational material dealing with case.	Paper	2/27/1978	Years	3	Years	5	Destroy	Current
Schedule #: 256 2#:Closed Benefit Appeal Cases								
Series consists of certified records of administrative hearings, pleadings, briefs, correspondence and informational material dealing with case.	Paper	2/27/1978	Years	3	Years	5	Destroy	Current
Schedule #: 392 4#:Commissioners Correspondence - DOL								
Dept. of Labor Commissioner's Correspondence; legislative correspondence and documents.	Paper	11/14/1985	Years	3	No Retention	0	Archives	Current
Schedule #: 569 5#:General Correspondence - Office of Administrative Services								
Includes general correspondence from each division within the Dept. of Labor, other state departments, and regional and national correspondence from ETA and BLS.	Paper	10/3/1986	Years	3	No Retention	0	Destroy	Current
Schedule #: 571 6#:Invoices - Dept. of Labor								

Department Series Report

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Invoices grouped alphabetically by: 230 Personal Benefits,; 250-260 Personal Services; 270 Direct Reimbursables; 310 Consumable Supplies; 400 Communications and Telephone; 510 Travel; 600 Rent of Equipment; 700 Premises Expense; 710 Rent of Premises; 800 Services; 900 Other Expense; Travel and Expense Account Vouchers; and Journals which are filed by journal number (500s).	Paper	10/3/1986	Years	3	No Retention	0	Destroy	Current

7020#:Paid Family & Medical Leave Program

Schedule #: 2314 1:Benefits Authority Meeting Records

Records are considered closed once minutes have been approved. Records reflect the work of the Benefits Authority, which is responsible for advising on the administration of the Paid Family and Medical Leave program (as per Public Law 2023, Chapter 412). Records include meeting notices, agendas, minutes, program rules, guidelines, legislature, and background articles and documents. Archival digital records will be retained by the agency until records are considered closed 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	Digital File	8/27/2025	Years	10		0	Archives	Current

172#:Unemployment Insurance Commission

Schedule #: 858 1#:Court Decisions (Unemployment Insurance)

Appeals on unemployment benefits; tax assessments; attorney fees; and waiver requests that are appealed to Maine Superior and Supreme court. Retain until final disposition.	Paper	7/6/1990	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current

Schedule #: 858 2#:Commission Decisions (Unemployment Insurance)

Decisions made by the Unemployment Insurance Commission on unemployment benefits. File contains: decision; notice of appeal rights and Commission decision.	Paper	7/6/1990	Years	3	No Retention	0	Destroy	Current

Schedule #: 858 3#:Benefit Appeals Reports (Unemployment Insurance)

Department Series Report

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Monthly reports to State and Federal governments on dispositions of appeals before the UIC.	Computer Printout	7/6/1990	Years	3	No Retention	0	Destroy	Current

Schedule #: 858 4#:Correspondence (Unemployment Insurance)

Inquiries on unemployment claims; answers to inquiries and inter-office memos.	Paper	7/6/1990	Years	1	No Retention	0	Destroy	Current