

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
457#:Finance Authority of Maine						
Schedule #: 262 1#:Program Loans for Mortgages						
Mortgage insurance agreement, commitment letter, corporation authorization of local development corporation, corporation authorization of tenant corporation, discharge of existing mortgages and liens (where applicable), deeds, promissory note, mortgage, lease, assignment of lease and rentals, survey or plot plan, title insurance policy, uniform commercial code, replacement cost hazard insurance, subordination agreement (where applicable), Department of Environmental Protection certificate, Internal Revenue Service exemption application, real estate tax payments and escrows, mortgage insurance agreement, mortgage insurance application, counsel opinion, certificate of votes, and any other pertinent documents relating to the transaction. Retain in agency until case closes.	Paper	12/5/1978	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
Schedule #: 262 2#:Local Development and Tenant Corporations Agreements						
Application from local development corporation, application from tenant corporation together with supporting documentation (i.e. appraisals, financial statements, development plan etc.), minutes of the meeting, correspondence relating to project, annual financial statements, related miscellaneous materials. Retain in agency until closed.	Paper	12/5/1978	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
Schedule #: 262 3#:Municipal Security Approval Board (Bonds issued through Towns)						
Minutes of meeting, correspondence relating to the project, financial reports relating to the tenant corporation, the resolve authorizing application to the Authority, the Municipal Application, statement of proposed tenant, certification by the Department of Environmental Protection, commitment from the financial institution, document approval certificate, certificate of approval, copy of lease between tenant and municipality, copy of indenture of mortgage and deed of trust between municipality and the bond purchaser, opinion of counsel, and miscellaneous documents. Retain in agency until closed.	Paper	12/5/1978	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
Schedule #: 262 4#:Community Industrial Building Fund						
Minutes of meeting, applications, certificates of insurance and performance bond, resume of project, correspondence, proposal, contract documents. Retain in agency until closed.	Paper	12/5/1978	Contingent Upon Event - See Description	0	No Retention	0 Archives Current

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<p>Schedule #: 262 5#:Directors file (Finance Authority of Maine)</p> <p>Department correspondence, legislative matters, members personnel records, employee personnel records, miscellaneous correspondence.</p>	Paper	12/5/1978	Years 1	No Retention 0	Archives	Current
<p>Schedule #: 262 6#:Minutes of Meetings (Finance Authority of Maine)</p> <p>Tapes on five inch reels, 90 minutes long containing the minutes of the meetings of the Maine Guarantee Authority and predecessors, Maine Municipal Securities Board, Maine Recreation Authority, and Maine Industrial Building Authority.</p>	Paper	12/5/1978	Years 1	No Retention 0	Archives	Current
<p>Schedule #: 1117 7#:Educational Program Files</p> <p>Students who owe money to FAME for their educational loans. Files include: ledger sheet, original application, option letter, and related correspondence. Keep in agency until paid in full.</p>	Paper	8/11/1994	Contingent Upon Event - See Description	0	Years 5	Destroy Current
<p>Schedule #: 1117 8#:Educational Grants</p> <p>Maine State Grants to institutions for a number of students at the same time (block grant). Files include: copies of checks, rosters, and related correspondence.</p>	Paper	8/11/1994	Years 1	Years 5	Destroy	Current