

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
270#: Commission on Governmental Ethics and Election Practices						
Schedule #: 765	34#: Financial Disclosure Reports for the Executive Branch Employees, Current and Former Maine Legislators, Maine Legislative Candidates and their Immediate Family Members					
Statement of sources of income received by executive branch employees, current and former Maine legislators, Maine legislative candidates and immediate family members.	Digital File	8/12/2022	Years 8	No Retention 0	Destroy	Current
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Schedule #: 772	39#: Maine Gubernatorial Finance Campaign Reports					
Campaign files contain registration, campaign finance and other documents related to a Maine gubernatorial campaign.	Digital File	8/16/2022	Years 25	No Retention 0	Destroy	Current
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Schedule #: 772	40#: Maine Legislative Campaign Files					
Campaign files contain registration, campaign finance and other documents related to a Maine Legislative campaign.	Digital File	8/12/2022	Years 8	No Retention 0	Destroy	Current
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Schedule #: 772	41#: Maine County Campaign Files					
Campaign files contain registration, campaign finance and other documents related to a Maine county campaign.	Digital File	8/12/2022	Years 8	No Retention 0	Destroy	Current
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Schedule #: 772	42#: Maine Political Party Committees					
Maine Political Party Committee files contain registration documents, campaign finance reports and other related documents, such as penalty letter, waiver requests, etc.	Paper	2/3/2017	Variable - See Description	0	Years 5	Destroy Current
Records are not transferred until after a committee has terminated their organization; files may be retained by agency for many years prior to being transferred with a minimum 3 year retention period.						

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<p>Maine Political Party Committee files contain registration documents, campaign finance reports and other related documents, such as penalty letter, waiver requests, etc.</p> <p>Reports are filed electronically. Any paper records will be scanned and destroyed. Digital records will be retained for 8 years. Records are considered closed upon termination of a committee.</p>	Digital File	8/16/2022	Years 8	No Retention 0	Destroy	Current
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<p>Schedule #: 772 49#:Maine Clean Election Accounting Folders</p> <p>The accounting folders are created by agency staff for Maine Clean Election Act candidates every election cycle to ensure all appropriate documentation has been received and is accurate to facilitate payment of public funds to approved candidates. The files contain copies of candidate campaign banking and payment information (all original documents are forwarded to Department of Administration and Financial Services) and staff notes.</p>	Paper	9/4/2015	Years 3	No Retention 0	Destroy	Current
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<p>Schedule #: 772 52:Independent Expenditure and Membership Communications Reports</p> <p>Reports of independent expenditures to influence a candidate election are required to be filed with the Commission. Membership Communication Reports are required to be filed by membership organizations advocating for or against candidates.</p>	Digital File	8/12/2022	Years 8	No Retention 0	Destroy	Current
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<p>Schedule #: 772 53:State PACs and BQCs</p> <p>Political Action Committee (PAC) and Ballot Question Committee (BQC) files containing registration documents, campaign finance reports and other related documents, such as penalty letters, waiver requests, penalty payments, etc.</p> <p>Records are considered closed once an organization files its termination. Reports are filed electronically. Any paper records will be retained until scanned, then destroyed. Digital records will be retained for 8 years.</p>	Digital File	8/16/2022	Years 8	No Retention 0	Destroy	Current
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<p>Schedule #: 1055 43#:Lobbyist Reports</p> <p>A descriptive form outlining the lobbyist, the client, fees charged and L.D. worked. Includes lobbyist correspondence.</p>	Digital File	9/1/2022	Years 4	No Retention 0	Destroy	Current

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<p>Schedule #: 1055 45#:Lobbyist Registration Lists</p> <p>Reports include: lobbyist names; area of interest; employer; lobbyist basis of compensation. Reports are updated constantly as lobbyists change and new causes are espoused and lobbyists hired.</p>	Digital File	8/12/2022	Destroy When Updated	0	No Retention	0 Destroy Current
<p>Schedule #: 1190 46#:Minutes</p> <p>Minutes, agendas and supporting documents of the meetings of the Commission on Governmental Ethics and Election Practices.</p> <p>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.</p>	Digital File	12/8/2025	Years	5	0	Archives Current
<p>Schedule #: 1587 48#:Director's Correspondence</p> <p>Director's correspondence for agency in which the director has policy-making authority equivalent to that of a department commissioner. Series established to facilitate transfer of records to Archives, per General Schedule 13, Item 1.</p>	Paper	8/13/2003	Years	2	Years	40 Archives Current
<p>Schedule #: 1672 50#:Legislative Ethics Complaints</p> <p>Legislative ethics inquiries (i.e. conflict of interest, undue influence on an administrative agency, proper legislator reimbursement); public complaints regarding legislator conduct and Commission findings of fact. Records of confidential under 1 MRS § 1013 (3A) unless made public by statute. When deciding these issues, it can be helpful to research past decisions and investigations to learn how the Commission handled a similar issue in a previous case.</p>	Digital File	8/16/2022	Years	30	No Retention	0 Destroy Current
<p>Schedule #: 1672 51#:Case Files</p> <p>Various complex matters brought by the public or initiated by staff for Commission consideration, including but not limited to authorized investigations by the Commission. This series also includes any cases regarding civil litigation or criminal investigation. The retention of these records provides historical information for future cases.</p>	Digital File	8/15/2022	Years	22	No Retention	0 Destroy Current