

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
649#:Maine Commission on Public Defense Services						
Schedule #: 2323 1:Attorney Vouchers						
Electronic attorney vouchers are considered closed on the date they are rejected or paid, in whole or part. This is determined by a digital timestamp for electronically submitted vouchers. Paper vouchers are considered closed on the date they were submitted to PDS. This is determined by the "received by" date on the voucher for paper vouchers. If there is no received by date on the paper, the date closed will be based on the date the paper was signed or sent.	Digital File	3/11/2026	Years 10	No Retention 0	Destroy	Current
Incoming correspondence which occurs outside of PDS' electronic case management system about any of the above records are considered closed on the date the correspondence is received by PDS. Outgoing correspondence which occurs outside of PDS' electronic case management system about any of the above records are considered closed on the date on which the correspondence was sent. For electronic correspondence, this will be determined based on the timestamp on the correspondence. For paper correspondence, the date will be determined by the date on the letter or other paper correspondence.						
Correspondence which occurs within the PDS' electronic case management system is considered closed on the date the voucher to which the correspondence pertains was received by PDS.						
PDS pays Assigned Counsel for providing indigent legal services, pursuant to 4 MRS § 1804. The records in this series consist of the vouchers submitted to PDS by or on behalf of Assigned Counsel and correspondence related to those vouchers. This includes notes in PDS' electronic case management system and emails, letters, or other written correspondence about vouchers.						

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Schedule #: 2323 2:Financial Screener Cards

<p>The financial screener cards were used in the past to track payment of counsel fees. Records will be considered closed and retention will begin from last payment date.</p> <p>Records are no longer being created but will live out their 8-year retention at the State Records Center. Once all records have been destroyed, the series will be made obsolete.</p>	Paper	3/11/2026	No Retention 0	Years 8	Destroy	Current
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Schedule #: 2323 3:Non-Counsel Records

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>Requests for funds, authorizations, and denials: records are considered closed when a decision on the request for funds is made by the Executive Director or their designee and the request is either granted or denied, in whole or part.</p>	Digital File	3/11/2026 Years	10	No Retention	Destroy	Current	
<p>Invoices, receipts, and supporting documentation: records are considered closed on the date they are received by PDS.</p>							
<p>Incoming correspondence which occurs outside of PDS' electronic case management system about any of the above records are considered closed on the date the correspondence is received by PDS. Outgoing correspondence which occurs outside of PDS' electronic case management system about any of the above records are considered closed on the date on which the correspondence was sent. For electronic correspondence, this will be determined based on the timestamp on the correspondence. For paper correspondence, the date will be determined by the "received by" date on the paper. If there is no received by date on the paper, the date closed will be based on the date the paper was signed or sent.</p>							
<p>Correspondence which occurs within the PDS' electronic case management system is considered closed on the date the request or invoice to which the correspondence pertains was received by PDS.</p>							
<p>Requests for funds, authorizations, and denials: records are considered closed when a decision on the request for funds is made by the Executive Director or their designee and the request is either granted or denied, in whole or part.</p>	Paper	3/11/2026	No Retention 0	Years	10	Destroy	Current
<p>Invoices, receipts, and supporting documentation: records are considered closed on the date they are received by PDS.</p>							
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 2323 4:Affidavit and General Release</p> <p>Motion and Affidavit for Assignment of Counsel: used by financial screeners to collect financial information and make a recommendation to a court as to an individual's indigency for the purpose of assigning counsel at state expense. Records are considered closed based on the date the form is completed by a screener or applicant.</p> <p>General Release Authorizations: completed by individuals who apply for counsel at state expense. It is a release authorization that could be presented to an entity to confirm or deny information provided on a Motion and Affidavit for Assignment of Counsel. Records are considered closed the date the document is signed.</p> <p>Social security disclosure forms: no longer used by PDS. Previously completed by applicants for counsel at state expense. The form was primarily just provided to the courts. Records are considered closed on the date they are signed.</p>	Paper	3/11/2026	Years 1	Years 7	Destroy	Current
<p>Motion and Affidavit for Assignment of Counsel: used by financial screeners to collect financial information and make a recommendation to a court as to an individual's indigency for the purpose of assigning counsel at state expense. Records are considered closed based on the date the form is completed by a screener or applicant.</p> <p>General Release Authorizations: completed by individuals who apply for counsel at state expense. It is a release authorization that could be presented to an entity to confirm or deny information provided on a Motion and Affidavit for Assignment of Counsel. Records are considered closed the date the document is signed.</p> <p>Social security disclosure forms: no longer used by PDS. Previously completed by applicants for counsel at state expense. The form was primarily just provided to the courts. Records are considered closed on the date they are signed.</p>	Digital File	3/11/2026	Years 8	No Retention	Destroy	Current