

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
89#:Historic Preservation						
Schedule #: 484	1#:National Register Program Procedural Records					
The National Register of Historic Places files contain information about historic properties that have been nominated to and/or listed in the National Register of Historic Places. These files also include official National Park Service Determination of Eligibility Files. The information in these files can be classified as: 1) procedural records, and 2) research and reference records.	Mixed	6/7/2021	Contingent Upon Event - See Description	0	No Retention	Archives Current
Procedural records in these files include the determination of eligibility assessments (digital or paper), official notification letters (digital or paper), signed nomination forms (digital and/or paper), and letters of transmission (digital and/or paper). The procedural records in file will become closed six months after the property is listed in the National Register of Historic Places unless the listing is appealed. If the nomination is appealed the procedural records will be closed six months after the appeal process is completed. The original records (letters, nominations) can be sent directly to the archives (digital or paper) at that time. For any property that is destroyed and removed from the Register the procedural records associated with the subsequent removal will be sent to the Archives.						
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Schedule #: 484	18:National Register Files Research and Reference					
The National Register of Historic Places files contain information about historic properties that have been nominated to and/or listed in the National Register of Historic Places. These files also include official National Park Service Determination of Eligibility Files. The information in these files can be classified as: 1) procedural records, and 2) research and reference records.	Mixed	6/7/2021	Permanent or Indefinite	0	No Retention	See Description Current
The research and reference records included in the National Register of Historic Places files contain copies of the nomination, information about the history and significance of the National Register listed property. This information may contain deed or genealogical research, historic research, correspondence about the property's history, construction, or materials, documentation by measured drawings, photographs, slides, sketches, architectural plans or renderings, and technical correspondence regarding appropriate care and treatment of the properties. The research and reference material in a National Register file may be added to during the nomination process or afterwards, up to and including when the property is destroyed. The records become reference and research material and will be retained as part of the Maine Historic Resources Inventory in the Commission's office.						
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Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 622 2:Prehistoric Archaeology: Research/Reference Records</p> <p>The Prehistoric Archaeology Research/Reference Records include site inventory information, field notes, documentation, slides, photographs, correspondence, research, analytical results, media, determinations of eligibility etc. and will be retained in agency until reference use by staff is no longer necessary and then transferred to the Archives. These records may be associated with discrete archaeological survey projects, long-term research projects, the result of technical assistance to the public, or professional consultation. Some of these records are primary research data sets that may be used for multiple research projects. The files also contain information on archaeological site content, location, significance, and ownership, which are used to inform state and federal agency compliance consultation.</p> <p>All of these records are part of the Maine Historic Resources Inventory. They are arranged by site number. Access to these records is restricted by exemption from both State and Federal right-to-know laws. Access to the reports is only with approval of the Commission.</p> <p>Records are considered closed when research on the archaeological site is no longer pertinent.</p>	Mixed	10/17/2022	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
<p>Schedule #: 622 23:Historic Archaeology: Procedural Records</p> <p>The Historic Archaeology Procedural Records are comprised of project proposals, budgets, log sheets, and logistical information associated with an archaeological survey or project. The files are paper and digital. They will be retained in agency for six years and then destroyed.</p> <p>The procedural records of a project are closed when the project is completed and approved.</p>	Mixed	7/13/2022	Years	6 No Retention	0 Destroy	Current
<p>Schedule #: 622 24:Historic Archaeology: Research/Reference Records</p>						

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Historic Archaeology Research/Reference Records include site inventory information, field notes, documentation, slides, photographs, correspondence, research, analytical results, media, determinations of eligibility etc. and will be retained in agency until reference use by staff is no longer necessary and then transferred to the Archives. These records may be associated with discrete archaeological survey projects, long-term research projects, the result of technical assistance to the public, or professional consultation. Some of these records are primary research data sets that may be used for multiple research projects. The files also contain information on archaeological site content, location, significance, and ownership, which are used to inform state and federal agency compliance consultation.</p> <p>All of these records are part of the Maine Historic Resources Inventory. They are arranged by site number. Access to these records is restricted by exemption from both State and Federal right-to-know laws. Access to the reports is only with approval of the Commission.</p> <p>Records are considered closed when research on the archaeological site is no longer pertinent.</p>	Mixed	7/13/2022	Contingent Upon Event - See Description	0	No Retention	Archives Current

Schedule #: 622 25:Prehistoric Archaeology: Procedural Records

<p>The Prehistoric Archaeology Procedural Records are comprised of project proposals, budgets, log sheets, and logistical information associated with an archaeological survey or project. The files are paper and digital. They will be retained in agency for six years and then destroyed.</p> <p>The procedural records of a project are closed when the project is completed and approved.</p>	Mixed	10/17/2022	Years	6	No Retention	0 Destroy Current
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Schedule #: 622 28:Architectural Survey Forms - 2010 to Present

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Records close and retention begins when consultation is complete for the project that generated the forms, or when a grant or contracted survey project is completed.</p> <p>Post 2010 Forms: The survey forms created beginning in 2010 consist of digital files, photographs on CD and paper forms with attached photographs and supplemental research pages. The digital files are stored permanently on a MDOT Map Viewer GIS Page and associated Access database. These forms will be sent to the Archives during the calendar year after the records are closed. These forms are consulted daily by Commission Staff and all Architectural Survey Forms are included in the Maine Historic Resources Inventory.</p>	Mixed	5/5/2023	Contingent Upon Event - See Description	0	No Retention	Archives Current
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<p>Schedule #: 622 29:Architectural Survey Project Documentation</p> <p>These records may be comprised of survey reports, maps, matrices, indices, still photographs, compact disks, research notes, and correspondence. They may contain recommendations of property eligibility for listing in the National Register of Historic Places. The records are consulted by staff and consultants to determine if survey activity has occurred in a given area and to ascertain whether a given property has been determined eligible for listing in the National Register. They are also consulted by researchers who are interested in historic architecture and by the municipalities that are engaged in the development of comprehensive plans.</p> <p>Paper copies of reports, maps, matrices, indices, research notes, and research or reference correspondence relating to specific survey projects and/or National Register eligible properties will be retained in the agency as part of the Maine Historic Resources Inventory - a permanent record of the state's cultural heritage as expressed in buildings, structures, objects, sites and districts. Digital copies of survey products, if any, will be retained until such time that the Archives can accept digital media.</p>	Mixed	5/5/2023	Variable - See Description	0	No Retention	See Description Current
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<p>Schedule #: 622 3:Prehistoric Archaeology: Survey Reports</p>						

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Prehistoric Archaeology Survey Reports are draft or final reports of archaeological survey projects undertaken by staff of the Maine Historic Preservation Commission or by other archaeologists and submitted to the Commission as required.	Mixed	10/17/2022	Contingent Upon Event - See Description	0	No Retention	Archives Current

Information contained in these reports is protected from both State and Federal right-to-know laws and related regulations because of the potential harm that could come to the archaeological sites that are documented in them. (See Title 54 U.S.C. §307103; 16 U.S.C. 470hh; Secretary of the Interior's Standards for Archeology and Historic Preservation; 27 M.R.S.A §377.) Access to the reports may be granted in accordance with statute and rule (see 27 M.R.S.A. §377 and Chapter 100, 94-089). Generally, access will be provided to the digital file rather than the original archival copy.

Original paper reports will be retained in the agency until scanned, then sent to the Archives. Existing reports at the Archives that are in microfilm/CD formats will be removed and substituted with the original paper report.

Files are considered closed when the report is completed and has been approved by Commission staff and/or property owner.

Schedule #: 622 4:Review and Compliance Correspondence

Correspondence with associated materials, such as photographs, blueprint plans, other types of maps. Also includes log sheets, and forms used by other State agencies such as LURC and DOT when these forms are part of application to MHPC for clearance of project that might impact on historic site.	Paper	6/30/1994	Years	3	Years	7	Archives	Current
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Schedule #: 622 6:Architectural Surveys Forms - Pre-2010

Pre 2010 Forms: Original paper survey forms (with attached photographs and supplemental research pages). The information contained in this material is not readily transferable into the web-based application for forms created after 2010. These forms are consulted daily by Commission Staff and all Architectural Survey Forms are included in the Maine Historic Resources Inventory.	Mixed	5/5/2023	Variable - See Description	0	Years	20	Archives	Current
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These records were never copied to microfilm as indicated on the existing inventory form, and there are no plans to do so.

Schedule #: 622 8#:Historic Archaeology: Survey Reports

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Historic Archaeology Survey Reports are draft or final reports of archaeological survey projects undertaken by staff of the Maine Historic Preservation Commission or by other archaeologists and submitted to the Commission as required.</p> <p>Information contained in these reports is protected from both State and Federal right-to-know laws and related regulations because of the potential harm that could come to the archaeological sites that are documented in them. (See Title 54 U.S.C. §307103; 16 U.S.C. 470hh; Secretary of the Interior's Standards for Archeology and Historic Preservation; 27 M.R.S.A §377.) Access to the reports may be granted in accordance with statute and rule (see 27 M.R.S.A. §377 and Chapter 100, 94-089). Generally, access will be provided to the digital file rather than the original archival copy.</p> <p>Original paper reports will be retained in the agency until scanned, then sent to the Archives. Existing reports at the Archives that are in microfilm/CD formats will be removed and substituted with the original paper report.</p> <p>Records are considered closed when the report is completed and has been approved by Commission staff and/or property owner.</p>	Mixed	7/13/2022	Contingent Upon Event - See Description	0	No Retention	Archives Current

Schedule #: 2112 13:Historic Preservation Revolving Loan Fund

<p>These records pertain to the review and approval of applications from qualified organizations to protect endangered historic properties using funds from the revolving loan fund. The materials include environmental assessments, as well as real estate appraisal, purchase and sale documentation. They are referenced by staff as needed.</p> <p>(Mixed media includes paper digital and still photos.)</p>	Mixed	8/8/2018	Years	7	Years	20	Destroy	Current
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Schedule #: 2113 14:Municipal Comprehensive Growth Management Data

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The agency is required to provide data pertaining to historic and archaeological resources to towns engaged in the development of comprehensive growth management plans. These plans are generally updated every 5 to 10 years. Information provided in digital format is comprised of data forms with lists of known resources in the municipality, maps and other planning guidance.</p> <p>The records are used by staff to determine if information has been previously provided to a given town. If so, the previously provided information is updated in a new data packet. Otherwise, a new data set is created.</p> <p>Old data sets will be destroyed after they have been updated.</p>	Digital File	8/8/2018	Destroy When Updated	0	No Retention	0 Destroy Current

Schedule #: 2114 15:Historic Preservation Fund Administration Program

<p>The agency retains these records until audit requirements are satisfied, and as a record of its annual Historic Preservation Fund grant applications, end-of-year reports, and project notifications. The records are referenced by staff as needed.</p>	Paper	1/5/2018	Years	4	No Retention	0 Destroy Current
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Schedule #: 2115 16:Non-Development Grant Files

<p>These records pertain to grants made for various program activities including survey and inventory, and public education. They are used to tack the progress of grant funded projects and to document expenses and payments. A typical file includes the grant application, award letter, contract, correspondence, interim project reports, and expense documentation.</p>	Mixed	1/2/2018	Years	4	No Retention	0 Destroy Current
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Original records are maintained for four years or until the grant period has been audited.

These files do not contain the project products, which are filed under the related program area records (such as National Register).

(Mixed media includes paper, still photos and digital files.)

Schedule #: 2116 17:Agency History

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These records contain information relating to the establishment of the agency and its placement in State government over time. The records may be used for research purposes by staff and the public. The records include correspondence, notes, legislative bills, study reports, and newspaper articles.</p> <p>(Mixed media includes paper and digital files.)</p>	Mixed	1/2/2018	Years 1	No Retention 0	Archives	Current
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<p>Schedule #: 2231 19:MHBR / MHER Documentation</p> <p>These records in the MHBR/MHER series result from mitigation activities conducted when federal undertakings have adverse effects on historic properties. They document the existing condition and appearance of such properties prior to their alteration or demolition.</p> <p>Records in this series are comprised of written historical and descriptive narratives, large format black and white photographs and negatives, color digital photographs, and in some cases a digital copy of most if not all of the hard copy materials.</p> <p>A five-year plan has been established to digitize all components of the original hard copy materials. Based on this plan, the records will be retained in the Agency for five (5) years. The originals will then be transferred to the Records Center for 10-years and finally to the Archives.</p>	Mixed	8/31/2021	Years 5	Years 10	Archives	Current
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<p>Schedule #: 2232 20:Local Government Certification Program</p> <p>These records pertain to the Certified Local Governments (CLG) Program. They contain certification agreements, National Park Service checklists and certification letters, ordinance correspondence, annual reports, results of periodic staff reviews of the CLG programs, and in some cases newspaper articles relating to issues in the community.</p> <p>Original paper copies of the certification agreements, NPS checklists and certification letters, and ordinance correspondence will be retained until the municipality no longer participates in the CLG program. Annual reports and periodic reviews will be retained until the next periodic review of a CLG program has been completed by agency staff.</p>	Mixed	8/31/2021	Variable - See Description 0	No Retention 0	Destroy	Current
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<p>Schedule #: 2239 21:Historic Preservation Planning Program - Statewide Preservation Plan</p>						

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These records pertain to the development of the statewide historic preservation plan. They contain documents relating to the planning process, public comments, and correspondence with the National Park Service about the review and approval of the plan, which is updated every five years. The records are used by the agency staff in the development of the planning document.</p> <p>The records are retained in the agency until the subsequent plan is approved by the National Park Service, and then are destroyed.</p>	Mixed	8/13/2021	Contingent Upon Event - See Description	0	No Retention	Destroy Current

Schedule #: 2239 22:Historic Preservation Planning Program - Local Preservation Planning

<p>These records pertain to consultation with municipalities and members of the public about establishing local preservation ordinances or programs. These records have a long "open" shelf life: experience shows that it can take as much as a decade or more between the initiation of a discussion about establishing a municipal ordinance and the enactment of one. In the meantime there may be several time periods when agency staff are in consultation with the municipality or interested individuals in the community.</p> <p>The records are retained until an ordinance is enacted by a municipality or 10 years after initial consultation, whichever comes first. Records are then destroyed.</p>	Mixed	8/13/2022	Contingent Upon Event - See Description	0	No Retention	Destroy Current
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Schedule #: 2271 26:Preservation Tax Incentives Program

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins when the National Park Service or Department (State credit only) approves the Part 3 Certification and the recapture period (plus one year) ends.	Mixed	5/5/2023	Variable - See Description	0	No Retention	See Description Current
<p>These records pertain to development projects that use federal and state historic rehabilitation tax incentives. They are used primarily by the program coordinator to determine if the scope of work is consistent with the Secretary of the Interior's Standards for Rehabilitation, and to issue comments on the projects. The records document the rehabilitation of historic buildings throughout the state. They include certification application forms, architectural plans, still photographs, and email correspondence. The records may be in hard copy or digital format - or both.</p>						
<p>The procedural records (forms, correspondence, plans) will be retained in the agency for 6 years (recapture period plus one year) after the project has been certified by the National Park Service or the Department (State credit only). After six years, the procedural records will be closed and be destroyed.</p>						
<p>The Part 1 narrative, as well as the Part 2 (existing conditions) and Part 3 (after work completed) photographs and associated photo keys will be retained as part of the Maine Historic Resources Inventory - a permanent record of the state's cultural heritage as expressed in buildings, structures, objects, sites and districts. All born-digital materials will be retained in that format. Hard copy photographs will also be retained if available. Original paper materials will be retained in hard copy.</p>						

Schedule #: 2272 27:Development/Acquisition/Covenants Program

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
<p>Records close and retention begins when the project is completed and any associated easement expires.</p> <p>When funding permits, the Department awards pre-development and/or development grants for the preservation and restoration of historic properties. The products of these projects may include project documentation records (such as historic structure reports, architectural plans and related construction documents, photographs, final reports, scopes of work from contracts, and correspondence); administrative records (including contracts and financial related correspondence); and easement related records (agreements and easement related correspondence) when applicable. The records in this series document preservation and restoration activities on historic properties throughout the state.</p> <p>Project documentation records remain open and are retained in the agency for use in consultation during and after the term of an easement, and become part of the Maine Historic Resources Inventory - a permanent record of the state's cultural heritage as expressed in buildings, structures, objects, sites and districts. Architectural plans will be digitized and the paper copies will be destroyed after the term of the easement expires.</p> <p>Administrative records are destroyed after 6 years in accordance with GS1 .8b.</p> <p>Easement related records are retained in the agency for the duration of the easement. They are destroyed thereafter.</p>	Mixed	5/5/2023	Variable - See Description	0	No Retention	0	See Description	Current