Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status

348#:Human Rights Commission

Schedule #:	301	1#:Case Files						

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Agency case files contain all correspondence, forms, notes,investigators reports and other information pertinent to each, individually numbered case. Digital records currently scanned into Onbase will be retained until retention time is met. Upon closure (when files are determined to be inactive by staff), paper records will be sent to the State Records Center.	Mixed	9/21/2022	Retain Until Inactive		Years	12	Destroy	Current

Schedule #:	301	2#:Commission Meeting Minutes						
Monthly public meeting minutes, cases voted on, dispositions of cases, concilliation agreements, administrative business, record of all policy decisions.	Paper	7/18/1980	Years	3	No Retention	0	Archives	Current

Schedule #:	301	3#:Correspondence						
Letters, form letters, telegrams, memorandums, endorsments, summary sheets, post-cards, and other written communications.	Paper	7/18/1980	Years	3	No Retention	0	Destroy	Current

Schedule #:	301	4#:Card File						
All open and closed cases have complainant and identification cards. Retain in agency permanently.	Paper	7/18/1980	Permanent or Indefinite	0	No Retention	0	See Description	Current

Schedule #:	609	5#:Litigation Files						
All documents relating to cases litigated in Superior Court and the Supreme Judicial Court. Correspondence; settlement negotiations; briefs; discovery; affadavits; etc. Retention counted from closure.	Paper	3/9/1987	Years	5	Years	5	Archives	Current

Schedule #:	609	6#:Investigators Reports						

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Typed Investigator's Reports containing facts and documentation of charges of discrimination investigated by the Maine Human Rights Commission.	Paper	3/9/1987	Years	20	No Retention	0	Archives	Current