

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
73#:Maine State Museum						
Schedule #: 640 1#:Data on Archaeological Sites						
Data on archaeological sites includes: wall profiles; field notes; floor plans; photographs; negatives; excavation maps; reports; and related correspondence. Retain in agency until no longer referenced. Note: Review every 5 years.	Paper	10/2/1987	Retain Until Inactive	0	No Retention	0 Archives Current
Schedule #: 640 2#:Museum Directors Inquiry Correspondence						
Inquiry and response correspondence may include: job inquiries; school project inquiries; Museum policy inquiries; donation correspondence; interdepartmental correspondence.	Paper	10/2/1987	Years	1	No Retention	0 Destroy Current
Schedule #: 923 3#:Maine State Museum Commission Minutes						
The minutes of the meetings.	Paper	4/30/1991	Years	15	No Retention	0 Archives Current
Schedule #: 1007 7#:Exhibit Preparation Files						
Record of preparation for each museum exhibit, including: list of elements included in exhibit; type styles/fonts used to prepare labels; background information and resource materials used to prepare exhibit labels; any related correspondence. Keep in agency until exhibit dismantled.	Paper	10/16/1992	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
Schedule #: 1086 4#:Site Records						
These files are graphic representations of vertical and horizontal site features and show where an artifact was found. Records include site, date, excavator, location within site, and drawings of site. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.	Paper	2/12/1994	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
These files are graphic representations of vertical and horizontal site features and show where an artifact was found. Records include site, date, excavator, location within site, and drawings of site. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.	Roll Microfilm	2/12/1994	Years	0	No Retention	0 Archives Current

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<p>Schedule #: 1086 5#:Artifact Catalogues</p> <p>These files give basic information on artifacts found at a site. Includes two dimensional drawing of where artifact was found, year, artifact number,size, excavator, date, and provenance. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.</p>	Roll Microfilm	2/12/1994	Years	0	No Retention	0 Archives Current
<p>These files give basic information on artifacts found at a site. Includes two-dimensional drawing of where artifact was found, year, artifact number,size, excavator, date, and provenance. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.</p>	Paper	2/12/1994	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
<p>Schedule #: 1207 6#:Glass Research Records</p> <p>Receipt for glassware at Museum, which provides proof of ownership, authenticity, cost, etc. Research material on that piece. Keep in Museum until Museum closes.</p>	Paper	8/1/1996	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
<p>Schedule #: 1581 10#:CRIC Request for Information & Related Notes</p> <p>The New Century Community Program funds the Cultural Resources Information Center (CRIC) and the Historical Collections Grant Program (formally known as the New Century Community Grant Program). The CRIC office is located at the Maine State Archives and provides technical assistance on a wide variety of topics to museums, historical societies, archives, other cultural institutions and individuals. The records of the CRIC office are used by staff for tracking and statistical purposes and just include notes with the name of the person requesting information, the type of information requested and the details of how the request was fulfilled. The staff uses the resource files when fulfilling requests to the public.</p>	Paper	4/15/2003	Years	5	No Retention	0 Destroy Current
<p>Schedule #: 1581 11#:CRIC New Century Community Grant Program Applications & Final Reports</p>						

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<p>The Cultural Resources Information Center (CRIC) provides grants and technical assistance to institutions for the preservation of, and access to, historical materials including museum objects and historical records. The New Century Community Grant Program (now known as the Historical Collections Grant Program) is a project of the Maine State Museum and the Maine State Archives and managed by the CRIC office. The grant files include completed grant applications, correspondence, grant reviewer notes, grant agreement forms and final reports. Staff uses these files during the duration of the grant period as staff monitors the grant project and occasionally refers to them after that time.</p>	Paper	4/15/2003	Years 5	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 1581 8#:Correspondence re Institutional History, Sample Grant Apps and Representative Consultant Rpts (CRIC)</p>						
<p>The Cultural Resources Information Center (CRIC) provides grants and technical assistance to institutions for the preservation of, and access to, historical materials, including museum objects and historical records. These records include memoranda and letters of agreement describing the structure and policies of CRIC; sample grant applications; selected sample grant application files for museum, archival, and combination museum-archival projects; sample grant application files for consultant grants. If not contained in the sample files, representative consultant reports assessing collections and recommending action. These records document the activities of the Cultural Resources Information Center, as an example of the State's effort to protect Maine's historical materials. They also document the preservation techniques and standards of importance considered appropriate for preserving these materials.</p>	Paper	4/15/2003	Years 5	No Retention 0	Archives	Current
<hr/> <p>Schedule #: 1581 9#:NUCMC and Other Collection Descriptions for Historical Materials Repositories</p>						
<p>The Cultural Resources Information Center provides technical assistance and grants to institutions for the preservation of, and access to, historical materials, including museum objects and historical records. These records include grant applications, used to assess the significance of the historical material, the need for financial support, and the technical capacity to provide proper action to preserve and/or provide access to the material. They also include general descriptions of the applicants' collections, and specific information about the collection that is the object of the grant application - the so-called NUCMC collection description. They represent the only centralized information about the organizational status of, and collections held by, a broad spectrum of such institutions in Maine. This information will be useful in the future for understanding the status and functions of such institutions and for identifying the location of types of collections.</p>	Paper	4/15/2003	Years 5	No Retention 0	Archives	Current