

Department Series Report

90: Independent Agencies - Regulatory

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
696#:Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations						
Schedule #: 2233	1:Commission Meeting Agendas and Minutes					
MRS 5 Ch. 631 states that the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (The Commission) must meet at least 4 times per year in accordance with MRS 5 Ch. 25008. Meeting agendas and minutes are used by The Commission staff and Commissioners to document discussions and decisions made at meetings of the full Commission.	Digital File	2/9/2022	Years 2	No Retention 0	Archives	Current
A typical agenda and minutes take accounting of commissioners present and decisions made by Commission vote.						
Archival electronic records will be retained by the Permanent Commission until such a time as the records can be transferred to Archives. At that time, Archives will hold the "record copy" of the document. The Permanent Commission will retain a reference copy in their database.						
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Schedule #: 2244	2:Background Information					
According to MRS 5 Ch. 631 §25007 one core duty of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations ("Permanent Commission") is to carry out research necessary to determine the status of historically disadvantaged racial, Indigenous, and tribal populations. In pursuit of such research, the Permanent Commission retains in its possession materials from outside sources which contribute to the mission of the Permanent Commission. These materials--informational in nature--will be retained for reference and research purposes until materials are updated.	Digital File	5/24/2022	Destroy When Updated	0	No Retention 0	Destroy Current
Such background information documents include, but are not limited to, presentations, academic articles, books, and data files, that were given to the Permanent Commission and relate directly to its mission of determining the status of historically marginalized racial, Indigenous, and tribal populations.						
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Schedule #: 2245	3:Commission Job Descriptions					

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<p>The Permanent Commission on the Status of racial, Indigenous, and Tribal Populations (“Permanent Commission”) has created job descriptions for each of its five, current appropriated positions: Public Service Executive I, Business Manager II, Public Service Coordinator I (2x), and Planning and Research Associate I. Job descriptions for these five positions, and any other positions that may be appropriated to the Permanent Commission, detail the specific, unique duties and activities that each position is meant to accomplish. These descriptions are therefore unique to the Permanent Commission’s work and staffing structure.</p>	Digital File	5/27/2022	Destroy When Updated	0	No Retention	Destroy Current
<hr/> <p>Schedule #: 2246 4:Financial Records</p>						
<p>The Permanent Commission on the status of Racial, Indigenous, and Tribal Populations (“the Commission”) has been appropriated ongoing funding through the passage of LD 1034 of Maine’s 130th Legislature. The Commission maintains financial records including, but not limited to: Contracting documents, delivery order documents, P-card transaction reports, invoices, and expense/ revenue queries. These documents are used in support of the Commission’s strong financial management.</p> <p>When financial records are not covered by State General Schedules, these records will be retained by the Agency until no longer needed for business purposes. Examples may include but are not limited to: internal budgeting spreadsheets and draft budget proposals.</p>	Digital File	5/24/2022	Contingent Upon Event - See Description	0	No Retention	Destroy Current
<hr/> <p>Schedule #: 2247 5:Organizational Records</p>						
<p>The Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) developed organizational records to establish processes through which decisions are made and work is executed on behalf of the Permanent Commission and all those who it serves. Organizational Records are therefore any records created by the Permanent Commission to establish official rules of decision-making and operations amongst commissioners or staff, as well as official processes dictating how work is executed.</p> <p>Organizational records may include, but are not limited to bylaws, mission statements, and strategic plans. Records will be retained in the agency until such a time as the Maine State Archives is able to receive digital electronic records.</p>	Digital File	5/27/2022	Contingent Upon Event - See Description	0	No Retention	Archives Current
<hr/> <p>Schedule #: 2248 6:Annual Reports (Final)</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Pursuant to MRS 5 Ch. 631 §25007, the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) must submit a report to the Governor and Legislature concerning the work and interests of the Commission, including a summary of public comment obtained at Permanent Commission public hearings.</p> <p>This series documents the final annual reports prepared by the Permanent Commission describing its functions, activities, and events of the past year. Reports may include, but are not limited to: organizational charts, photography from events, and graphs of key research findings.</p> <p>Agency may retain a copy for convenience purposes.</p>	Digital File	6/6/2022	Years 6	No Retention	0 Archives	Current

Schedule #: 2248 7:Annual Reports - Draft and Working Documents

<p>Pursuant to MRS 5 Ch. 631 §25007, the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) must submit a report to the Governor and Legislature concerning the work and interests of the Commission, including a summary of public comment obtained at Permanent Commission public hearings.</p> <p>This series documents the drafts and working documents created by the Permanent Commission to create its annual reports to the Governor and Legislature. Annual report drafts and working documents include, but are not limited to: annual report draft outlines, annual report draft language, and spreadsheets managing the division of labor and deadlines amongst staff, needed to ensure timely report submission.</p> <p>Records are retained until no longer needed for business purposes.</p>	Digital File	6/6/2022	Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
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Schedule #: 2249 8:Communications - Press Releases

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) circulates press releases highlighting major events in the Permanent Commission’s work and development.</p> <p>This series documents the official release of information to the media informing the public of significant agency events and actions. These press releases provide important information to the citizens of the state regarding agency matters (programs, policies, or events) which constitute high importance and could have a significant impact to the public. Records may include photographs, audiovisual recordings, transcripts of speeches, websites, social media records.</p> <p>Records will be retained in the agency until such a time as the Maine State Archives is able to receive digital electronic records.</p>	Digital File	5/27/2022	Years 6	No Retention	0 Archives	Current

Schedule #: 2249 9:Communications - Talking Points

<p>The Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) is tasked in MRS 5 Ch. 631 §25007 to advise and consult with the Chief Justice of the Supreme Judicial Court and other officials of the State and the Federal government with respect to state and federal policies, programs, and activities affecting or related to historically disadvantaged racial, Indigenous, and tribal populations. The Permanent Commission is also called to advise the Governor and State Legislature, and assist them with improving opportunities for historically disadvantaged racial, Indigenous, and tribal populations.</p> <p>In the course of this work advising three branches of government, the Permanent Commission has created and maintains documents of talking points regarding core categories of disparity experienced by racial, Indigenous, and tribal populations. These documents assist the Permanent Commission in communications to the Maine government and public regarding disparities experienced by racial, Indigenous, and tribal populations, and opportunities to address them.</p>	Digital File	5/27/2022	Destroy When Updated	0	No Retention	0 Destroy	Current
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Schedule #: 2250 10:Publications (Final)

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<p>MRS 5 Ch. 631 § 25007 directs the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) to advise and consult with the Governor, Legislature, and Chief Justice of the Supreme Court about improving opportunities for historically disadvantaged racial, Indigenous, and tribal populations, as well as consulting with and informing the public about the presence or absence of opportunities for historically disadvantaged populations racial, Indigenous, and tribal populations. In pursuit of these goals, the Permanent Commission may choose to publish information regarding its work and the status of racial, Indigenous, and Tribal Populations.</p> <p>This series documents publications created by the Permanent Commission for general public distribution, regardless of format, that documents agency history, agency-related functions, or agency activities. Publications contain important facts and statistics about the operation of the agency, its research, and its policies; providing information which aids in the understanding of agency history, its administrative functions, and the lives and experiences of historically marginalized racial, Indigenous, and tribal populations.</p> <p>Copies of final publications will be provided to the Maine State Library. Agency may retain a copy in office for convenience purposes.</p>	Digital File	6/6/2022	Years 6	No Retention	0 Archives	Current

Schedule #: 2250 11:Publications - Draft and Working Documents

<p>MRS 5 Ch. 631 § 25007 directs the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) to advise and consult with the Governor, Legislature, and Chief Justice of the Supreme Court about improving opportunities for historically disadvantaged racial, Indigenous, and tribal populations, as well as consulting with and informing the public about the presence or absence of opportunities for historically disadvantaged populations racial, Indigenous, and tribal populations. In pursuit of these goals, the Permanent Commission may choose to publish information regarding its work and the status of racial, Indigenous, and Tribal Populations.</p> <p>This series documents draft and working documents related to the development of a publications created by the Permanent Commission. Drafts and working documents may include, but are not limited to, publication section drafts, formal publication development workplans, and spreadsheets tracking division of labor and timelines.</p> <p>Records are retained until no longer needed for business purposes.</p>	Digital File	6/6/2022	Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
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Schedule #: 2251 12:Research - Statutorily Required Reports (Final) and Significant Supportive Documents

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) is required through public laws to provide reports to the legislature on a periodic or one-time basis. These records include the official version of the reports and significant background material that adds to the understanding of the development of the report. By way of example, LD 870 of Maine’s 130th Session directs the Permanent Commission to study the impact of policies regarding agriculture, access to land, access to grants, and access to financing on African American and Indigenous farmers in the State.</p> <p>The records for this report include the final report and significant supporting documents. Significant supporting documents include, but are not limited to, primary source data collected in pursuit of the research, report workplans, and report drafts containing significant information beyond what is found in the final report. Copies of final reports will also be provided to the Maine State Library.</p>	Digital File	6/6/2022	Years 6	No Retention	0 Archives	Current

Schedule #: 2251 13:Research - Statutorily Required Reports, Planning and Research Documents

<p>The Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) is required through public laws to provide reports to the legislature on a periodic or one-time basis. By way of example, LD 870 of Maine’s 130th Session directs the Permanent Commission to study the impact of policies regarding agriculture, access to land, access to grants, and access to financing on African American and Indigenous farmers in the State.</p> <p>This record series relates to research and planning documents of a transitory nature that supported the creation of a final statutory report. Statutory report planning and research documents include, but are not limited to, planning conversation notes and spreadsheets tracking research progress. Records are retained until no longer needed for business purposes.</p>	Digital File	6/6/2022	Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
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Schedule #: 2252 14:Community Engagement Committee - Agendas and Minutes

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>MRS 5 Ch. 631 §25008 states that the Permanent Commission on the status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) must meet at least four times per year. Meeting agendas and minutes are used by Permanent Commission staff and commissioners to document discussions and decisions made at meetings. MRS 5 Ch. 631 § 25007 directs the Permanent Commission to seek public input by conducting public hearings, conferences, workshops, and other such meetings to obtain information about, discuss and publicize the needs if and solutions to the problems faced by historically disadvantaged, racial, Indigenous, and tribal populations.</p> <p>To ensure the utmost care is taken with community engagement and advising, the Permanent Commission created in its bylaws a standing committee called the “Community Engagement” standing committee, which is tasked to oversee all public-facing outreach and engagement of individuals, organizations, businesses, funders, and other stakeholders; the design and production of the Permanent Commission brand and all public-facing Permanent Commission materials; and the design and implementation of all events to collect public input, including oversight of project consultants.</p> <p>This series documents the meeting agendas and minutes related to the work of the Community Engagement standing committee. Typical minutes and agendas take accounting of commissioners present and decisions made by commission vote.</p>	Digital File	6/6/2022 Years	2	No Retention	0	Archives	Current

Schedule #: 2252 15:Community Engagement Committee - Public Meeting Planning and Management Materials

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>MRS 5 Ch. 631 § 25007 directs the Permanent Commission to seek public input by conducting public hearings, conferences, workshops, and other such meetings to obtain information about, discuss and publicize the needs if and solutions to the problems faced by historically disadvantaged, racial, Indigenous, and tribal populations.</p> <p>To ensure the utmost care is taken with community engagement and advising, the Permanent Commission created in its bylaws a standing committee called the “Community Engagement” standing committee, which is tasked to oversee the design and implementation of all events to collect public input, including oversight of project consultants.</p> <p>This series documents the planning and management materials related to the work of planning and running public engagements for the Permanent Commission. Planning and management documents may include, but are not limited to, internal “run of show” documents, frequently asked question (FAQ) flyers, speaker notes, spreadsheets indicating division of labor and timelines, and public meeting registration forms. Records are retained until no longer needed for business purposes.</p>	Digital File	6/6/2022	Contingent Upon Event - See Description	0	No Retention	Destroy	Current

Schedule #: 2253 16:Finance and Operations Committee - Agendas and Minutes

<p>MRS 5 Ch. 631 §25008 states that the Permanent Commission on the status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) must meet at least four times per year. Meeting agendas and minutes are used by Permanent Commission staff and commissioners to document discussions and decisions made at meetings.</p> <p>To ensure the utmost care is taken with financial and operational management, the Permanent Commission created a standing committee in its bylaws called the “Finance and Operations Committee.” This committee is tasked to oversee all operations of the Permanent Commission, including budgeting and finances, human resources, information technology, and all other internal systems and structures. The F&O Committee also oversees all Permanent Commission projects required by statute, as well as projects initiated by the full Permanent Commission and assigned to the F&O Committee.</p> <p>This series documents the meeting agendas and minutes related to the work of the Finance and Operations standing Committee. Typical minutes and agendas take accounting of commissioners present and decisions made by commission vote.</p>	Digital File	6/6/2022	Years	2	No Retention	0	Archives	Current
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Schedule #: 2253 17:Finance and Operations Committee - Budget Proposals

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) receives funding from the State of Maine for its continued operations. The Permanent Commission’s budget is managed through the direction of the Finance and Operations standing committee. This series regards all documents created by commissioners or staff related to agency development of biennial budget proposals. Documents may include correspondence, reports, memos, drafts, statistics, agency budget requests, and supporting documentation. Records close at the end of the relevant biennium, then are retained for 6 years.</p>	Digital File	6/6/2022	Years 6	No Retention 0	Destroy	Current
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<p>Schedule #: 2254 18:Legislative Committee - Agendas and Minutes</p> <p>MRS 5 Ch. 631 §25008 states that the Permanent Commission on the status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) must meet at least four times per year. Meeting agendas and minutes are used by Permanent Commission staff and commissioners to document discussions and decisions made at meetings. MRS 5 Ch. 631 § 25007 directs the Permanent Commission to advise and consult with the legislature about improving opportunities for historically disadvantaged racial, Indigenous, and tribal populations.</p> <p>To ensure the utmost care is taken with legislative branch engagement and advising, the Permanent Commission created in its bylaws a standing committee called the “Legislative Committee,” tasked with leading an annual Permanent Commission priority-setting process for evaluating legislation introduced or carried over, to determine the Permanent Commission action(s) that will be taken, as well as management of outreach, engagement, and response to requests from state and federal legislators and their staff.</p> <p>This series documents the meeting agendas and minutes related to the work of the Legislative standing committee. Typical minutes and agendas take accounting of commissioners present and decisions made by commission vote.</p>	Digital File	6/6/2022	Years 2	No Retention 0	Archives	Current
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<p>Schedule #: 2254 19:Legislation Tracking Material</p>						

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<p>MRS 5 Ch. 631 § 25007 directs the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) to advise and consult with the legislature about improving opportunities for historically disadvantaged racial, Indigenous, and tribal populations.</p> <p>This series documents the materials used by the Permanent Commission in its annual priority-setting process for evaluating legislation introduced or carried over, to determine the Permanent Commission action(s) that will be taken. A typical document includes, but is not limited to, a legislation tracking sheet monitoring the progress of bills related to racial equity and internal processes for determining support. Records are retained until no longer needed for business purposes. Records close at the end of the relevant biennium.</p>	Digital File	6/6/2022	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
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<p>Schedule #: 2254 20:Legislative Testimony</p> <p>MRS 5 Ch. 631 § 25007 directs the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Permanent Commission”) to advise and consult with the legislature about improving opportunities for historically disadvantaged racial, Indigenous, and tribal populations.</p> <p>To provide advising, the Permanent Commission frequently offers testimony on legislation under consideration by the Legislature. This series documents all testimony offered by the Permanent Commission to the Legislature regarding legislation under consideration.</p>	Digital File	6/6/2022	Years	6	No Retention	0 Archives Current