

Department Series Report

19: Economic & Community Development

| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|-------|--------------|---|----------------------|---------------------|-----------------------|
| 100#: | | | | | | |
| Schedule #: 998 2#:Directors' Files Economic & Community Development | | | | | | |
| Files of Directors to include: reports, speeches, conferences, workshops and related correspondence. Keep in agency until Director leaves plus 2 years. | Paper | 9/29/2011 | Contingent Upon Event - See Description | 0 | No Retention | Archives Current |
| <hr/> | | | | | | |
| Schedule #: 1016 6#:CDBG Municipal Audits | | | | | | |
| These audits provide financial information on CDGB grants received by town. (CDGB=Community Development Block Grants.) Community Development is required to do a desk review audit of various audits of CDBG's by independent auditors throughout the state. | Paper | 12/7/1992 | Years | 2 | Years 1 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 1317 15:Commissioner's Correspondence | | | | | | |
| Correspondence includes all substantive incoming and out-going from Commissioner of Economic and Community Development, including (examples) announcement of Maine Regional Economic Development Assistance Fund; report on Downtown Investment Policy; letters accepting proposals for funding; responses to questions.(DECD will keep files until change of commissioner and then will send to Retention Center/Archives) | Paper | 5/29/2001 | Variable - See Description | 0 | Years 4 | Archives Current |
| <hr/> | | | | | | |
| 499#:Business Development | | | | | | |
| Schedule #: 779 11#:Maine Products Marketing Program | | | | | | |
| A program established to help Maine Producers of Maine Made products network with various buyers. Applications, release forms, product brochure and related correspondence. Keep in agency until termination plus 2 years. | Paper | 7/13/1989 | Years | 2 | No Retention 0 | Destroy Current |
| <hr/> | | | | | | |
| Schedule #: 1282 15#:Business Development Clients | | | | | | |
| This agency works with companies to stay in Maine whether it be tax issues, personnel issues, workers comp, etc. Records are maintained to facilitate activities of compaines files include: financial statement sent in by companies and correspondence. | Paper | 7/23/1998 | Years | 7 | Years 0 | Destroy Current |

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| 505#:Maine State Film Commission | | | | | | |
| Schedule #: 1017 1#:Project File (Maine Film Office) | | | | | | |
| The Maine Film Office helps filming companies find location sites which a production company may need. They will offer any information and assistance they can provide to a film company. Files include: production request forms, what Maine Film Office sends to film companies, related correspondence and notes. Keep in agency until inactive plus 2 years. | Paper | 3/21/1991 Years | 2 | No Retention | 0 Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 1017 2#:Minutes - Maine Film Commission | | | | | | |
| Agenda and minutes of the Maine Film Commission meetings. | Paper | 3/21/1991 Years | 3 | No Retention | 0 Archives | Current |
| <hr/> | | | | | | |
| 498#:Tourism & Community Development | | | | | | |
| Schedule #: 864 1#:Community Development Block Grant Files | | | | | | |
| These files contain correspondence, financial, contract and product information related to CDBG grants awarded through this office. | Paper | 1/19/2000 Years | 1 | Years | 6 Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 1012 3#:Development Fund | | | | | | |
| Development Fund money comes to the state from HUD. DECD determines which towns receive funds for economic development projects. Files contain: information for loans given to businesses including applications, environmental review, correspondence, loan documents and monitoring file. | Paper | 11/18/1992 Years | 3 | Years | 20 Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 1012 5#:Community Industrial Buildings Program | | | | | | |
| General funds appropriation to assist local development corporations with the construction of speculative buildings. This was a loan program. Files contain: loan documents, correspondence, etc. A speculative building is a building of flexible design whose construction costs are financed through the Act for the purpose of creating new jobs in a municipality resulting from the sale or lease of the building. A builder must speculate as to whether a potential building or site may sell or be leased. | Paper | 11/18/1992 Years | 1 | Years | 20 Destroy | Current |

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| <p>Schedule #: 1012 6#:1992 Maine Jobs Creation Bond</p> <p>A general bond referendum bond issue of 28 million dollars of funds for the creation of jobs. Successful applicant files contain applications, contracts, wage determinatiuons, press clippings and correspondence.</p> | Paper | 11/18/1992 | Years 2 | Years 2 | Destroy | Current |
| <p>Schedule #: 1012 7#:Emerging Opportunity Fund</p> <p>This money comes to the state from HUD. DECD determines which towns receive funds that are used as a match for EDA money. These funds go to either towns or Regional Planing Commissions for Economic Development projects.</p> | Paper | 6/4/1998 | Years 3 | Years 5 | Destroy | Current |
| 501#:Tourism, Office of | | | | | | |
| <p>Schedule #: 733 10#:Governor's Conferences on Tourism</p> <p>To include: agendas, registration materials, attendees.</p> | Paper | 3/29/1989 | Years 2 | No Retention | 0 Destroy | Current |
| <p>Schedule #: 733 9#:Marketing Research - Office of Tourism</p> <p>Research, tourism statistics and related economic indicator data.</p> | Mixed | 8/21/2018 | Years 4 | No Retention | 0 Destroy | Current |
| <p>Schedule #: 802 1#:Correspondence (Office of Tourism)</p> <p>Letters; memos; press clippings; and routine correspondence from the Office of Economic and Community Development.</p> | Paper | 11/1/1989 | Years 2 | No Retention | 0 Destroy | Current |