

Department Series Report

26: Attorney General

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
239A:Administration						
Schedule #: 141 7#:Legislative File						
Correspondence from legislators requesting information or opinions on any laws or L.D.'s submitted to the Legislature.	Paper	9/4/1975	Years 5	Years 5	Archives	Current
Until case is closed						
Note:						
Schedule #: 226 10#:Department of Attorney General General Correspondence Files						
Includes, but is not limited to, general opinions and correspondence for all state departments, minutes of meetings, memos, letters, newspaper clippings, agendas, resumes, interview notes, letters and responses to citizen inquiries, etc.	Paper	1/21/1977	Years 2	No Retention 0	Destroy	Current
Schedule #: 253 11#:General Correspondence						
Letters requesting consumer complaint petition, copies of statutes, copies of complaints referred to other agencies	Paper	2/28/1978	Years 2	No Retention 0	Destroy	Current
Schedule #: 1151 19#:Workers' Compensation Litigation Cases (Inactive)						
The Attorney General's Office litigates all state employee workers' compensation cases: Files include: formal legal pleadings, medical records, evidence documents, attorney research and related correspondence. These cases may be brought forward again during the lifetime of the individual. Keep in agency until litigation settled.	Paper	2/14/1995	Contingent Upon Event - See Description	0 Years 19	Destroy	Current
Schedule #: 1151 20#:Workers' Compensation Litigation Cases (Lump-Sum Settled)						
The Attorney General's Office litigates all state employee workers' compensation cases: Files include: formal legal pleadings, medical records, evidence documents, attorney research and related correspondence. These cases since they are lump-summed, are completely closed out and may not be brought forward again. Keep in agency until lump sum paid plus 2 years.	Paper	2/14/1995	Years 2	No Retention 0	Destroy	Current
242#:Chief Medical Examiner						
Schedule #: 203 1#:Medical Examiners Case Record						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>Reports of investigation, examination of bodies, statement of determination of the cause, manner and circumstances of death; autopsy reports, associated laboratory reports, notes and communications regarding the investigation and determinations on above. Includes reports of other agencies for example, state and local police and Attorney General investigations. Photographs.</p>	Paper	8/13/1976	Years 2	Years 50	Destroy	Current	
<hr/> <p>Schedule #: 344 2#:Medical Examiner Reports</p>							
<p>Original reports of medical examiners including investigations, autopsy reports, laboratory reports, reports of other agencies, notes and communications. This series applies only to records dated prior to 1968 and after 1900.</p>	Paper	2/11/1981	Years 2	Years 50	Destroy	Current	
<hr/> <p>Schedule #: 2139 3:Medical Examiner Reports - Open Homicides/Suspicious Deaths/Missing Person Files/Unidentified Remains</p>							
<p>Records of cases: (1) not yet solved unlawful homicides; (2) deaths determined by the Attorney General's Office as suspicious; (3) missing person case files, and (4) unidentified remains case files.</p> <p>Case files may include, but are not limited to: investigative summary, autopsy/examination report, toxicology report, medical records, ambulance runsheets, law enforcement reports, toxicology acquisition forms, record requests, National Unidentified Missing Person Database (NamUs) worksheets, dental records, fingerprint cards, and lab evidence receipts, and photos.</p> <p>The unsolved homicide and suspicious death case files are retained in agency to prevent the loss or destruction of case documents before prosecution can occur. They are readily accessible in the event new evidence is identified.</p> <p>The OCME is the state clearinghouse for all missing people in Maine and is responsible for ensuring all pertinent biometric information is collected and retained. The missing person case files are retained in the event an unidentified body is found; to help with the identification of the individual.</p> <p>The unidentified remains case files are retained in agency as it's the responsibility of the OCME to actively attempt to identify all unidentified remains in Maine.</p> <p>Cases retained in agency will remain in agency until the case is resolved. They will then fall under schedule 203/1#.</p>	Mixed	5/17/2019	Contingent Upon Event - See Description	0 No Retention	0	Destroy	Current

680#: Child Protective Division

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 448 51:Child Protection Legal Case Files Department of Human Services - Portland and Bangor District Offices, Legal Division, and Central Office, Augusta, Legal Division. Count in office retention from date of closure.	Paper	3/1/1989	Retain Until Inactive	Years 10	Destroy	Current
681#:Child Support Division						
Schedule #: 448 52:Support Enforcement Legal Case Files Department of Health and Human Services – Portland, Bangor and Caribou District Offices, Legal Division, and Central Office, Augusta, Legal Division. Count in office retention from date of closure.	Paper	1/4/2019	Years 0	Years 10	Destroy	Current
682#:Consumer Protection Division						
Schedule #: 61 2#:Consumer Fraud Case Files Proceedings to enforce the Maine Unfair Trade Practices Act (5 Maine Revised Statutes Annotated 206-213). Files sent to the Records Center relate to matters in which no further action by the Attorney General is appropriate--case has been closed. Note: Until case is closed	Paper	12/30/1974	Contingent Upon Event - See Description	0 Years 5	Destroy	Current
Schedule #: 307 12#:Consumer Investigative Case Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
The Attorney General is responsible for enforcing Maine's "monopolies and profiteering" (or antitrust) law Title 10, Chapter 201 and Federal Law - United States Code, Monopoly and Combinations in Restraint (15 U.S.C. § 1 et seq.). The Attorney General shall investigate all seeming violations of sections 1102-A and 1105 to 1107, all contracts, combinations or conspiracies in restraint of trade or commerce, and all monopolies, and may require, by summons, the attendance and testimony of witnesses and the production of books and papers before the Attorney General relating to any such matter under investigation. All investigations or hearings thereunder or connected therewith to which witnesses are summoned or called upon to testify or to produce books, records or correspondence are public or private at the choice of the person summoned and must be held in the county where the act to be investigated is alleged to have been committed, or if the investigation is on petition it must be held in the county in which the petitioners reside. If, upon investigation, it appears to the Attorney General that the laws of this State have been violated in any respect, the Attorney General shall prosecute the guilty parties and present all available information bearing upon such apparent violation to the proper prosecuting officer of the United States. (Antitrust also includes the Petroleum Market Share Act, 10 M.R.S.A. §§1109 & 1673)	Paper	8/8/2019	Years	1	Years	10	Destroy	Current
Documents found in a typical file are the same as what is found in an investigative file for enforcement of the Unfair and Deceptive Practices Act files.								
Schedule #:	307	13#:Consumer Attorney Case Files						
Legal files relating to proceedings to enforce the Maine Unfair Trade Practices Act (T.5,M.R.S.A.,ss.206-213). No open cases are to be sent to Records Center.	Paper	2/25/1981	Years	1	Years	6	Destroy	Current
Schedule #:	307	13Z:Attorney Case Files						
Legal files relating to proceedings to enforce the Maine Unfair Trade Practices Act (T.5,M.R.S.A.,ss.206-213). No open cases are to be sent to Records Center.(This series is to extend the retention period, on certain case files)	Paper	2/25/1981	No Retention		Years	10	Destroy	Current
Schedule #:	307	14#:Consumer Mediation Files						
These are consumer complaints accepted by our Office for mediation by trained mediators. A file typically consists of a complaint, letters from the consumer and the business, copies of contracts and receipts.	Paper	2/25/1981	Years	1	Years	6	Destroy	Current
Schedule #:	381	16#:Trust Foundation Reports						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Tax returns of charitable trusts which are filed annually with the Consumer Division.	Paper	10/1/1985	Years	1	No Retention	0 Destroy Current
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Schedule #: 1274 23#:Juvenile Tobacco Sales Enforcement						
Federal regulations require the State maintain records and evidence of tobacco violations for five years.	Paper	6/3/1998	Years	1	Years 4	Destroy Current
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Schedule #: 1783 32#:Consumer Division CAFA and Private UTPA Files						
These are files that are sent to us by State Superior Court and by Federal agencies. They are not our cases – they are provided to us for notice purposes only. The Consumer Division gets copies of cases filed by private parties in state court that cite the Unfair Trade Practices Act. Similarly, Federal law requires we get copies of Federal consumer class action cases our Office may be interested in. These records are reviewed by AAGs to determine if there are consumer cases in which our Office wants to join. A typical file may have a cover letter, a copy of a complaint, and court orders. The majority of these materials are reviewed once and not used again.	Paper	5/10/2010	Years	1	0	Destroy Current
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683#:Criminal Division						
Schedule #: 141 4#:Criminal Division Closed Federal Habeas and Petitions for Writ of Certiorari Cases						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Independent of its own such cases that remain part of the underlying case file, the Criminal Division handles federal habeas corpus for persons in state custody, 28 U.S.C. § 2254, including any granted subsequent appeals to the United States Court of Appeals for the First Circuit, and petitions for a writ of certiorari to the Supreme Court of the United States relating to criminal and juvenile cases generated by other state prosecutorial offices. Federal habeas corpus proceedings include: pleadings and accompanying attachments; bail applications; party motions and objections; court orders including for example bail orders, order to respond, conference orders, subpoenas; evidentiary hearing exhibits and transcripts; orders recommending and making final disposition of the petition; appellate notices; briefs; appendices to the briefs; appellate court orders; and final decisions of the First Circuit. Petitions for a writ of certiorari include: a petition and appendices; certificate of word count, certification of service; entry of appearances; notice by respondent that it does not intend to file a response unless the Court requests one; court order to respond; Respondent's brief in opposition to petition; court order granting or denying petition; brief, if granted; and court decision.	Paper	3/8/2001	Years 1	Years 10	Destroy	Current
Schedule #: 214 81:Criminal Division - Non-Homicide, Juvenile and Civil Violations Records with 11 Year Retention						
Records of cases: (1) resulting in a conviction or adjudication in which the sentencing alternatives or dispositions imposed will be fully satisfied within 10 years of sentence or disposition imposition; (2) determined after investigation not to warrant or not to allow for prosecution (e.g., conduct not unlawful, perpetrator dead, statute of limitations has run, no territorial or personal jurisdiction); (3) resulting in not guilty or no order of adjudication; (4) dismissed or terminated (with prejudice or decision not to retry); and (5) civil violations. (11 year retention)	Mixed	7/18/2017	Years 1	Years 10	Destroy	Current
Schedule #: 214 82:Criminal Division - Non-Homicide Criminal and Juvenile Records with 21 Year Retention						
Records of cases: (1) resulting in a conviction in which the sentencing alternatives imposed will be fully satisfied within 20 years of sentence imposition; and (2) resulting in an adjudication that will be relevant in the event of future adult criminal conduct. (21 year retention)	Mixed	7/18/2017	Years 1	Years 20	Destroy	Current
Schedule #: 214 83:Criminal Division - Non-Homicide Criminal Records with 41 Year Retention						
Records of cases resulting in a conviction in which the sentencing alternatives imposed will not be fully satisfied within 20 years of sentence imposition. (41 year retention)	Mixed	7/18/2017	Years 1	Years 40	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 215 91:Criminal Division - Homicide, Suspicious Death and Missing Person Records with 16 Year Retention</p> <p>Records of cases: (1) resulting in a conviction or adjudication in which the sentencing alternatives or dispositions imposed will be fully satisfied within 15 years of sentence or disposition imposition; (2) determined after investigation not to warrant or not to allow for prosecution (e.g., conduct not unlawful, perpetrator dead, statute of limitations has run, no territorial or personal jurisdiction); (3) resulting in not guilty or no order of adjudication; (4) dismissed or terminated (with prejudice or decision not to retry). (16 year retention)</p> <p>Upon closure of record the official transcripts will be pulled from each case file and given to the Law and Legislative Reference Library, then records will be transferred to the State Records Center.</p>	Mixed	11/29/2023	Years 1	Years 15	Destroy	Current
<p>Schedule #: 215 92:Criminal Division - Criminal Homicides with 31 Year Retention</p> <p>Records of cases resulting in a conviction in which the sentencing alternatives or dispositions imposed will be fully satisfied within 30 years of sentence or disposition imposition. (31 year retention)</p> <p>Upon closure of record the official transcripts will be pulled from each case file and given to the Law and Legislative Reference Library, then records will be transferred to the State Records Center.</p>	Mixed	11/29/2023	Years 1	Years 30	Destroy	Current
<p>Schedule #: 215 93:Criminal Division - Criminal Homicides, Unsolved Homicides and Suspicious Death and Missing Persons Records with 51 Year Retention</p> <p>Records of cases: (1) resulting in a conviction in which the sentencing alternatives will not be fully satisfied within 30 years of sentence imposition; (2) not yet solved unlawful homicides; and (3) unresolved suspicious deaths and missing persons. (51 year retention)</p> <p>Upon closure of record the official transcripts will be pulled from each case file and given to the Law and Legislative Reference Library, then records will be transferred to the State Records Center. Official transcripts, if any, will remain with unsolved case files until prosecution is complete.</p>	Mixed	11/29/2023	Years 1	Years 50	Destroy	Current
<p>Schedule #: 349 15#:Extraditions</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Correspondence and legal documents dealing with either getting a fugitive back to Maine from another state, or another state getting a fugitive back from Maine to that state.	Paper	5/3/1985	Years 3	0	Destroy	Current
Schedule #: 637 18#:Medicaid Fraud Control Unit Files						
Investigation and progress reports, briefs, indictments, motions & orders, memoranda of law, complaint reports, subpoenas, general correspondence, attorney notes, medical reports, information proceeding reports.	Paper	11/26/2001	Years 1	Years 10	Destroy	Current
Schedule #: 1244 23#:Victim Compensation Program Case Files Pre-12/31/2009						
Pre-12/31/2009 To determine eligibility for compensation for violent crime victims. Application for compensation; police investigative reports; medical reports; employment verifications; mental health treatment records; related correspondence. This is the agency in charge of investigation and determination.	Paper	12/23/1997	Years 2	Years 18	Destroy	Current
Schedule #: 1244 23A#:Victim Compensation Program Case Files Post-12/31/2009						
Post-12/31/2009 To determine eligibility for compensation for violent crime victims. Application for compensation; police investigative reports; medical reports; employment verifications; mental health treatment records; related correspondence. This is the agency in charge of investigation and determination.	Paper	6/17/2010	Years 2	Years 8	Destroy	Current
Schedule #: 1244 23B#:Victim Compensation Program Application Case Files						
The Forensic cases include claim forms and bills from hospitals for sexual assault forensic examinations.	Paper	6/23/2010	Years 1	Years 6	Destroy	Current
Schedule #: 1244 23C#:Victim Compensation Program Application Case Files						
Financial Records such as Cash receipts, Batch sheets w/ Payment Vouchers, Misc. Paid invoices and Kennebec Journal Invoices for Board Meeting Notice	Paper	6/23/2010	Years 4	No Retention 0	Destroy	Current
Schedule #: 1802 35#:Criminal Division Internal File						

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<p>These records are used primarily by members of the Crininal Division and are particularly pertinent to the citical operation of the Division. Type of records are interoffice memoranda, e-mail and letters; resumes and interview noter cioncerning potential interns or employees;agendas and minutes of office and division meetings; continying legal education materials; the weekly Criminal Division Report and the Monthly Appellate report.</p>	Record Copy	3/28/2011	Years 3	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 1803 36#:State-Initiated Appeal to the Law Court/Witness Immunity</p>						
<p>These records are used by the Criminal Division to initially evaluate the requested appeal or transactional immunity request sought by an attorney for the State and ultimately by the Attorney General, or the Attorney General's written designee (5 M.R.S.A. § 196, in deciding whether or not to grant written approval for the State's appeal, as required by 15 M.R.S.A. §§ 2115-A(5)(2) and 3407, or the witness immunity request, is required by 15 M.R.S.A. § 1314-A.</p> <p>As to State-initiated appeal requests – the records include written requests for approval of the Attorney General, notices of appeal, and written approvals, when granted. As to witness immunity – the records include motions to compel a witness, written approval of the Attorney General, when granted, and court order approving motion, when given.</p>	Record Copy	3/28/2011	Years 3	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 1804 37A#:Petitions for Release or Discharge</p>						
<p>These records are used by the Criminal Division for release and discharge hearings pursuant to 15 M.R.S.A. § 104-A. These cases generally necessitate multiple hearings over an extended period of time for initial release, modified release and finally discharge from commitment following acceptance of negotiated insanity plea or following a jury verdict or court finding of not criminally responsible by reason of insanity pursuant to 15 M.R.S.A. § 103.</p> <p>Reports by head of institution in which the person is placed, petitions for release treatment programs, Commissioner of Health and Human Services' orders, Superior Court notices and prehearing orders, transcripts of hearings, post-hearing court orders, appellate materials including notices of appeal, Law Court orders, briefs, appendices to the briefs, transcripts and Law Court decisions.</p>	Paper	3/28/2011	Years 30	Years 20	Destroy	Current
<hr/> <p>Schedule #: 1804 37B#:Petitions For Release or Discharge/ Committed Person Dies</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These records are used by the Criminal Division for release and discharge hearings pursuant to 15 M.R.S.A. § 104-A. These cases generally necessitate multiple hearings over an extended period of time for initial release, modified release and finally discharge from commitment following acceptance of negotiated insanity plea or following a jury verdict or court finding of not criminally responsible by reason of insanity pursuant to 15 M.R.S.A. § 103.</p> <p>Reports by head of institution in which the person is placed, petitions for release treatment programs, Commissioner of Health and Human Services' orders, Superior Court notices and prehearing orders, transcripts of hearings, post-hearing court orders, appellate materials including notices of appeal, Law Court orders, briefs, appendices to the briefs, transcripts and Law Court decisions. These records pertain to individuals who pass away while incarcerated.</p>	Paper	3/28/2011	Years 30	Years 1	Destroy	Current

Schedule #: 1805 38#: Statutorily Created Commissions, Boards and Panels Involving the AG's Office

<p>These records are used by the various named Commissions, Board and Panels on which the Attorney General's Office is required to participate in carrying out their statutory powers and duties, including using them to propose legislation, rules, training, policies and procedures.</p> <p>These are materials created when the Office of the Attorney General is appointed to Commissions, Boards and other bodies. These bodies include, but are not limited to, the following: Criminal Law Advisory Commission (17-A M.R.S. §§ 1351-1354; 5 M.R.S. § 12004-I(52)) – records include meeting minutes and proposed legislation; Maine Domestic Abuse Homicide Review Panel as established by the Maine Commission on Domestic and Sexual Abuse (19-A M.R.S. § 4013; 5 M.R.S. § 12004-I(74-C)) – records include written reports; Sexual Assault Forensic Examiner Board (5 M.R.S. § 3360-N and 12004-J(13)) – records include annual report; Maine Elder Death Analysis Review Team (5 M.R.S. § 200-H) – records include meeting minutes and written reports; and Public Access Division; Public Access Ombudsman (5 M.R.S. § 200-I) – records include meeting minutes and written reports.</p>	Record Copy	3/28/2011	Years 5	No Retention 0	Archives	Current
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Schedule #: 1806 39#: Criminal Division Warrants of Pardons and Commutations

<p>These records are used by the Criminal Division (and on occasion shared with the Governor's Office) to aid in the preparation of warrants of full and free pardons, conditional pardons, commutations and conditional commutations requested by the Governor.</p>	Record Copy	3/28/2011	Years 3	No Retention 0	Destroy	Current
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1807 40A#:Criminal Division Department of Public Safety Files</p> <p>The AAGs who represent the Department of Public Safety (including Maine State Police, Emergency Medical Services, Office of the Fire Marshal, State Bureau of Identification and Sex Offender Registry) consult historical rulemaking documents (similar to legislative history), to advise the agency or applications, enforcement and drafting of rules.</p> <p>Memos include advice to agencies and are often consulted when similar questions arise and correspondence includes advice to agencies and responses to public and legislative inquiries and are consulted when similar questions arise. Other documents in file include: media reports regarding cases or legal issues, teaching materials, rulemaking materials and other routine matters.</p>	Paper	3/28/2011	Years 3	No Retention 0	Destroy	Current
<p>Schedule #: 1808 41#:Appeals and Post-Trial Proceedings Done for District Attorney Office</p> <p>These records are used both by the Criminal Division and the requesting prosecutorial office most commonly in subsequent proceedings seeking relief by the named defendant.</p> <p>The Criminal Division, at the request of a district attorney office, with the approval of the Deputy Attorney General responsible for the Criminal Division, on occasion agrees to handle pretrial and post-trial appeals, as well as proceedings other than those incident to the trial, including any generated subsequent appeals respecting these proceedings. Appellate materials include: notices; briefs; appendices to the briefs; appellate court orders; and final decisions of the appellate court.</p> <p>Proceedings other than those incident to the trial include: pleadings and accompanying attachments; bail applications, party motions and objections; court orders including for example bail orders; orders to answer; conference orders; subpoenas; evidentiary hearing exhibits and transcripts; orders recommending and making final disposition of the motion or petition.</p>	Record Copy	6/17/2011	Years 1	Years 10	Destroy	Current
684#:Health & Human Services Division						
<p>Schedule #: 448 55:Health and Human Services Legal Case Files with 10-year Retention</p> <p>These are legal case files for lawsuits involving hospitals, nursing homes, long-term care facilities, etc. These are cases that require longer term retention due to legal importance, possibility of recurrence, etc. They support Health and Human Services health care programs. The records are used for Court purposes by Assistant Attorneys General who represent the Department of Health and Human Services. A typical file will include correspondence and court pleadings.</p>	Paper	11/2/2020	Retain Until Inactive	Years 10	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
686#:Litigation Division						
Schedule #: 141 3A:Litigation: Closed Civil Cases						
Series consists of pleadings, transcripts, correspondence, and other material dealing with case. Note: Once the file is closed, it will be forwarded to the Records Center.	Paper	9/4/1975	No Retention	0	Years 6	Destroy Current
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Schedule #: 141 3C:Litigation: Closed Civil Cases-Long Term						
Civil litigation cases determined by the Chief of the Litigation Division to have retention value beyond the normal six year retention.	Paper	6/16/2010	Years	0	Years 20	Destroy Current
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Schedule #: 141 3D:Litigation: Collections						
These are tax and non-tax collections Case that is process to collect back taxes and other monetary fines, etc. types of documents, correspondence, complaint and other collection documents.	Paper	6/16/2010	No Retention	0	Years 2	Destroy Current
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Schedule #: 1755 30#:Closed Tax Foreclosure Cases						
As lawyers for Maine Revenue Service we monitor foreclosure actions where Maine Revenue Service has a tax lien due to unpaid state taxes. Our two main responsibilities are to file an answer with the Court and to monitor the litigation. Ultimately the Court will issue a Judgment of Foreclosure and decide which creditors have priority. The property is then sold and the creditors notified whether there was sufficient money from the sale to pay the debt owed to them. Foreclosed properties do not often produce sufficient money to reach the Maine Revenue Service debt. After the Notice of Sale and distribution of monies this Office closes the file. With the exception of the Answer filed by an Assistant Attorney General, our file is primarily copies of documents. These documents may also be found in Court files and the files of Maine Revenue Service. Typical documents in a file are: the original of the Judgment for Foreclosure issued by the Court; copies of correspondence; and Summons and Complaint for Foreclosure of Real Estate Mortgage.	Paper	9/24/2009	No Retention	0	0	Destroy Current
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687#:Natural Resources Division						
Schedule #: 34 41:Environmental Matters with 3-year Retention						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records of environmental matters that the Natural Resources Division Chief determines are or will be fully resolved within 3 years, and that do not have independent historical value to the State.	Paper	12/8/2020	Years 3	No Retention 0	Destroy	Current

The Natural Resources Division of the Office of the Attorney General retains short-term documents for matters of little or no ongoing value to the Division. These records involve potential issues that ultimately do not materialize or matters that are otherwise resolved in the short-term. In either case, these kinds of Division paperwork and records require only short-term retention that can be accomplished and managed on-site by the Division.

Some Division issues that fall under a minimum 3-year retention schedule include: Natural Resources Division research, general correspondence, drafts, notes, and other miscellaneous matters that will not have long-term environmental consequences or monitoring obligations or ongoing value to the Division, including short-term administrative enforcement matters that do not result in continued litigation, and Division rule review and other materials that have no historical value.

Schedule #: 34 42:Environmental Matters with 20-year Retention

Records of environmental cases and other matters that the Natural Resources Division Chief determines are or will be fully resolved within 20 years, and do not have independent historical value to the State.	Paper	10/19/2023	0	Years 20	Destroy	Current
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Records close and retention begins when a case is no longer active. AG reserves the right to review records when they have reached their retention and the Archives sends a disposition destroy notification. For any records the AG determines require further retention, they will follow Archives procedures as prescribed.

Schedule #: 34 43:Environmental Cases - Maine Yankee

All research, pleadings, legal documents and cases against and about Maine Yankee Atomic Plant.	Paper	2/16/2018	Years 1	No Retention 0	Archives	Current
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Schedule #: 34 56:Environmental Matters with 40-year Retention

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Records of environmental matters that do not have independent historical value to the State, but that the Natural Resources Division Chief determines are or will be important to retain for 40 years because of potential long-term or ongoing environmental consequences or regulatory obligations.</p> <p>The Natural Resources Division of the Office of the Attorney General retains records of certain environmental matters, particularly matters involving Maine’s Hazardous and Solid Waste laws and the Uncontrolled Hazardous Substance Sites law, because these kinds of matters involve long-term environmental activities and can take decades to resolve. There are two general areas where a 40-year retention schedule is needed: (1) matters pertaining to facilities subject to long-term regulatory obligations, and (2) matters concerning contaminated sites. Pursuant to Maine law, certain solid waste disposal facilities are subject to long-term regulatory obligations, including environmental monitoring, that can last for years or decades. Likewise, legal or regulatory matters concerning certain contaminated sites or facilities that have the potential to cause environmental contamination can often take decades or longer to resolve. Documents retained could include DEP issued licenses or orders, real-estate information, environmental testing results and other scientific information, information concerning responsible parties, owner/operator corporate filings, and associated litigation and/or appellate documents. These kinds of documents would be used to inform our office of the regulatory, factual, and litigation history of a site.</p> <p>Records close and retention begins when a case is no longer active. AG reserves the right to review records when they have reached their retention and the Archives sends a disposition destroy notification. For any records the AG determines require further retention, they will follow Archives procedures as prescribed.</p>	Paper	10/19/2023	Years 1	Years 40	Destroy	Current

688#:Professional & Financial Regulation Division

Schedule #: 1782 31#:Retirement System Administrative & Legal Cases

<p>Legal case files of cases before the Board of the Maine Public Employee Retirement System. These are many appeals of denials of retirement disability, and other appeals involving benefits. These appeals often involve medical or psychological records. There are also lawsuits/court appeals involving the retirement system. These files are used by the Assistant Attorney General handling cases before the Retirement Board and in representing the Board in any appeal to the Superior Court. These files contain complaints, letters, motions and orders.</p>	Paper	5/10/2010	Years 1	Years 6	Destroy	Current
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Schedule #: 1784 33#:Professional & Financial Regulation Licensing Cases Non-Hearing Cases

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Licensing cases of the various Boards administered by the Department of Professional & Financial Regulation disposed of without hearing. These are cases that are dealt with by the various licensing boards. These boards will have the records – our materials are mostly copies. Our AAG’s conduct a legal review of the case and may give advice on the proposed consent order once the Consent order is finalized. The legal work of the AAG is done and we close the case. The files contain Board determination, Consent Agreements , and letters	Paper	5/10/2010	Years 1	0	Destroy	Current
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Schedule #: 1785 34#:Professional & Financial Regulation Licensing Cases - Hearing Cases						
Licensing cases of the various Boards administered by the Department of Professional & Financial Regulation where case goes to hearing. Cases will consist of records generated by licensing board; records produced by licensee; and legal documents created by an AAG. These files can be extensive and can contain medical or psychological reports.	Mixed	4/8/2021	Years 1	Years 6	Destroy	Current
<p>The Assistant Attorney General assigned to the Board often presents the case against the licensee. The file contains their legal work in prosecuting the case. If there is an appeal to the Superior Court, the AAG continues to use the file to defend the position of the licensing board.Closed when licensing Board hands down ruling and appeal period runs.</p> <p>Mixed media consists of paper, CD's and DVD's.</p>						
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Schedule #: 1807 40B#:Applications, Permits and Licensing matters resolved without hearing						
The AAGs who represent the Department of Public Safety (including Maine State Police, Emergency Medical Services, Office of the Fire Marshal, State Bureau of Identification and Sex Offender Registry) consult these documents to advise their clients. Licensing and disciplinary files are used when a licensee with a history of violations re-applies or re-offends, applies for other licenses (in response to requests from other agencies) or as examples in similar proceedings. A file might include applications, permits, consent agreements, investigation summaries, and other licensing matters resolved without a hearing	Paper	3/28/2011	Years 2	Years 0	Destroy	Current
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Schedule #: 1807 40C#:Applications, Permits and Licensing matters resolved with hearing or other adjudication						

Department Series Report

26: Attorney General

Description	Media	Last Updated	Years	In Agency Retention	1	Rec Center Retention	Years	6	Disposition	Destroy	Status	Current
<p>The AAGs who represent the Department of Public Safety (including Maine State Police, Emergency Medical Services, Office of the Fire Marshal, State Bureau of Identification and Sex Offender Registry) consult these documents to advise their clients and respond to requests for information. Licensing and disciplinary files are used when a licensee with a history of violations re-applies or re-offends, applies for other licenses (in response to requests from other agencies) or as examples in similar proceedings and is resolved with a hearing.</p> <p>A file might include applications, investigation summaries, witness statements, exhibits, decisions, orders and briefs.</p>	Paper	3/28/2011	Years	1		Years	6	Destroy	Current			
