

# Department Series Report

## 15: Defense, Veterans, and Emergency Management

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>214#:Maine Emergency Management Agency</b>						
<b>Schedule #:</b> 241 1#:Subject Transitory Correspondence						
Transitory Correspondence relating to thank you notes, Financial assistance requests and disposition, press releases, county meeting schedules and attendance sheets, authorizations, letters of transmittal, congratulatory messages, requests for favors, etc., monthly tax messages, and information bulletins from office of Emergency Planning.	Paper	8/2/1977	Years	1	No Retention	0 Destroy Current
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<b>Schedule #:</b> 701 2#:National Facility Survey Shelter Listing						
Listings, provided by Federal Emergency Management, of emergency shelters in Maine and updated as needed.	Microfiche	9/14/1988	Destroy When Updated	0	No Retention	0 Destroy Current
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<b>Schedule #:</b> 885 3#:Toxic Release Files						
Toxic chemicals which are released to air, water or ground are reported by facilities releasing the chemicals: U.S. EPA Form R.	Paper	11/9/1990	Years	3	No Retention	0 Destroy Current
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<b>Schedule #:</b> 885 4#:Chemical Inventory Forms						
Forms show hazardous or extremely hazardous substances in inventory at specific locations for emergency response planning. Inventory forms; registration fee worksheets; inventory fee worksheets; toxic release fee worksheets; and material safety data sheets and scheduled correspondence.	Record Copy	11/9/1990	Years	3	No Retention	0 Destroy Current
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<b>Schedule #:</b> 885 5#:Facility Emergency Response Plans						
Procedures facility uses in response to a chemical release. Keep in agency until facility closes.	Paper	11/9/1990	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
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<b>Schedule #:</b> 890 6#:Minutes (Radiological Emergency Preparedness Committee)						

# Department Series Report

## 15: Defense, Veterans, and Emergency Management

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The purpose of the Radiological Emergency Preparedness Committee is to place responsibility for preparations and implementation of emergency evacuation plans in the Maine Emergency Management Agency. Files include: minutes, correspondence, attendance and related materials.	Paper	12/6/1990	Years 10	No Retention 0	Archives	Current
<b>Schedule #:</b> 890      7#:Minutes (State Emergency Response Commission)						
The purpose of the State Emergency Response Commission is to establish new authorities for chemical emergency planning and preparedness. Files include: agenda, sign in sheet, minutes.	Paper	12/6/1990	Years 10	No Retention 0	Archives	Current
<b>Schedule #:</b> 890      8#:Correspondence (Maine Emergency Management Agency)						
Letters requesting information; correspondence to and from various agencies; inter-office memoranda. Correspondence about training; inter-office memos regarding staff training etc.	Paper	12/6/1990	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1067      9#:National Fallout Shelter Survey Facility Book						
These are the original working files for the Federal Fallout Shelter Program. This program has been discontinued for the present time. It is expected that the Federal Government will need to access these files in the future. The State of Maine is required to retain these files for future use (note: documentation supplied is a FEMA memo). The files were created by a State of Maine engineer for the Federal Government. The State of Maine was paid to develop the files and to keep the data up to date. This information was compiled through numerous site visits and engineering inspections. The information gathered in the inspections is used for assigning a numerical rating to the facility. That rating is the determining factor for using the building for a fallout shelter. The information in these files must be updated every ten years. Inspection will be performed by a contractor hired by the Federal Government and supervised by the State of Maine Emergency Management Agency. Keep in agency until program closes.	Paper	10/26/1993	Contingent Upon Event - See Description 0	Years 50	Archives	Current
<b>Schedule #:</b> 1296      12#:Individual Family Grant Applications						
If there is a Presidential Declaration of disaster, requested IFG program through the State is declared. Maine Emergency Management Agency issues or denies individual grant requests. Files include: case log, award of denial letter, and related correspondence.	Paper	9/28/1998	Years 3	Years 0	Destroy	Current

# Department Series Report

## 15: Defense, Veterans, and Emergency Management

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<p><b>Schedule #:</b> 2209      13:River Flow Advisory Commission Reports</p> <p>The River Flow Advisory Commission acts as a technical advisory commission to the department and the Governor's office on issues of flow of the State's rivers and streams. The commission shall also facilitate communication of river flow data between dam operators, river basin managers, state agencies, the United States Geological Survey and the National Weather Service during floods and droughts and shall administer the State's hydrologic monitoring program in cooperation with the United States Geological Survey.</p> <p>Archival electronic records will be retained by the agency until such a time as the records can be transferred to Archives. At that time, Archives will hold the "record copy" of the document. Maine Emergency Management Agency will retain a reference copy in their database.</p>	Digital File	3/10/2021	Years 5	Years 25	Archives	Current
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<b>213#:Military Bureau</b>						
<p><b>Schedule #:</b> 1645      2:Air National Guard 201 Personnel Files</p> <p>Records close upon separation from the Guard, for instance, retirement, no longer with the Guard or move to another State.</p> <p>These records are retained for all Maine discharged/retired solders. Should a discharged/retired soldier need to access her/his 201 file, they can do so in their home state. These records are kept entirely in support of Maine's soldiers, not a program. A typical record will contain the following: enlistment information; detailed service information that includes schools attended (both military and civilian); awards earned; detailed medical histories; and all discharge and/or retirement information.</p> <p>There are two sets of records in this series. One set was scanned by the Maine State Archives, the Air National Guard retains this set of records electronically, while the Maine State Archives retains the paper record permanently. The second set is scanned into a State system (Fortis/DocuWare) and managed by the Air National Guard. Once scanned, paper records will be transferred to MSA to be retained permanently.</p>	Mixed	6/11/2024	0	0	Archives	Current
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<p><b>Schedule #:</b> 1884      1#:Cooperative Agreement Fiscal Records</p>						

# Department Series Report

## 15: Defense, Veterans, and Emergency Management

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Cooperative Agreement Financial Records - Records Center retention 3 years plus 3 months to meet federal standards	Paper	3/7/2012	Years 3	Variable - See Description	Destroy	Current
<b>215#:Veterans Services</b>						
<b>Schedule #:</b> 958	10#:Maine Veterans Memorial Cemetery - Reservation Cards					
Veteran, spouse or child who already has a reservation at the Maine Veterans Memorial Cemetery. Reservations cards are issued to individuals who have been assigned lots. Keep in office until person dies.	Paper	9/11/1991	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
<b>Schedule #:</b> 958	4#:Maine Veterans Memorial Cemetery - Burial Worksheets					
These contain all eligibility criteria; date and time of burials; grave locations; reservation location; when stones applied for and when stones received; and copies of stone applications.	Paper	9/11/1991	Years	1	Years 7	Archives Current
<b>Schedule #:</b> 958	5#:Maine Veterans Memorial Cemetery - Cancellation of Burial Worksheets					
Burial worksheets on individual who have been cancelled. A burial may be scheduled for a certain date and time and at the last minute the funeral director calls and cancels because the individuals family will bury him in a private cemetery instead.	Paper	9/11/1991	Years	7	No Retention	0 Destroy Current
<b>Schedule #:</b> 958	6#:Maine Veterans Memorial Cemetery - Denial of Burial Worksheets					
Burial worksheets on individuals who have been denied eligibility.	Paper	9/11/1991	Years	7	No Retention	0 Destroy Current
<b>Schedule #:</b> 958	7#:Maine Veterans Memorial Cemetery - Disinterment of Burial Worksheets					
Burial worksheets and reservation cards on individuals who have been desinterred and reservations cancelled.	Paper	9/11/1991	Years	7	No Retention	0 Archives Current
<b>Schedule #:</b> 958	8#:Maine Vet. Memorial. Cemetery-Copies of Eligibility Cert./Letters of Intent					

# Department Series Report

## 15: Defense, Veterans, and Emergency Management

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Pre-eligibility records; service information used for determination of eligibility for burial. Keep in agency until death.	Paper	9/11/1991	Contingent Upon Event - See Description	0	No Retention	Destroy Current
<b>Schedule #:</b> 958      9#:Maine Veterans Memorial Cemetery - Monthly Reports						
Contains monthly reports of burial schedules. Files may include: monthly burial report, cross reference report, copies of cancelled reservation requests.	Paper	9/11/1991	Years	7	No Retention	Destroy Current
<b>Schedule #:</b> 1242      24#:Maine Veterans' Services Case Benefits Records						
When veterans apply for benefits, the application is kept by Veterans' Services field offices. Records include application, face sheet, Togus reply and related correspondence.	Digital File	2/8/2023	Contingent Upon Event - See Description	0	No Retention	Destroy Current
Records will be retained one year in agency after the death of the claimant, then destroyed.						
<b>Schedule #:</b> 1634      26#:Military Discharge Papers						
The official document veterans need to prove service when applying for State, Federal, and local veterans' benefits. Name, home of record at time of entry, serial number, service dates, rank, character of service, medals, decorations and awards, military occupation, place of entry/discharge, military schooling, mailing address at time of discharge and other pertinent data. Especially important to veterans whose records were destroyed in the 1973 file at the National Personnel Records Center in St. Louis. (Previous to those currently scanned at Maine Veterans Services.)	Paper	10/16/2014	Contingent Upon Event - See Description	0	No Retention	Destroy Current
Papers currently at Maine Veterans Services as of October 2014 and forward - keep in agency until scanned and verified.						

# Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The official document veterans need to prove service when applying for State, Federal, and local veterans' benefits. Name, home of record at time of entry, serial number, service dates, rank, character of service, medals, decorations and awards, military occupation, place of entry/discharge, military schooling, mailing address at time of discharge and other pertinent data. Especially important to veterans whose records were destroyed in the 1973 file at the National Personnel Records Center in St. Louis. (Previous to those currently scanned at Maine Veterans Services.)</p> <p>Papers currently at Maine Veterans Services as of October 2014 and forward - digital (scanned) file becomes Record Copy and Archives will be given electronic access to these files.</p>	Digital File	10/16/2014	Permanent or Indefinite	0	No Retention	Archives Current

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**Schedule #:** 1664 30#:Veterans' Dependents Educational Benefits Case Files

<p>The Bureau maintains electronic files of requests for educational benefits for the purpose of administering the Veterans Dependents Education Program to include application, denial, award, supporting documentation, transfers, suspensions, reinstatements and closings throughout the duration of the benefit entitlement period.</p> <p>Additionally the records include notifications from the university or college student is attending pertaining to enrollment verification, semesters attended, GPA, credit hours and the value of semester tuition and related fees waived.</p> <p>Information is used to monitor continued eligibility of student while in the program and closeout benefits once maximum entitlements have been reached. Each case file is scanned and indexed an education file setup in the State of Maine FORTIS System and includes application for benefits, certificate of award, denial, suspension, reinstatement, school correspondence and other pertinent documentation/correspondence applicable to the administering of these benefits. Additionally tracks pertinent case file data in an ACCESS database as part of this records series. These files are backed up by the OIT office on the server each night. Currently the closed cases are scheduled on our records series inventory to be destroyed 7 years after they have been closed out.</p>	Digital File	2/6/2014	Years	7	No Retention	0 Destroy Current
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**Schedule #:** 1686 32#:Bureau of Veterans Services Constituent Correspondence

# Department Series Report

## 15: Defense, Veterans, and Emergency Management

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Copies are kept for reference purposes of constituent inquiries and responses pertaining to veterans' matters. Constituent requests addressed to the Governor or Commissioner relating to veterans issues are generally sent to the Bureau Director for drafting a response. Sometimes the Bureau Director is instructed to respond directly back to the constituent. In all instances, the original constituent correspondence along with response is sent back to the Commissioner and a duplicate copy is maintained in the Bureau files. Constituent correspondence addressed to the Bureau is responded to by the Bureau Director or designated staff member and is kept within the Bureau files.</p> <p>All of these records, although not specifically protected by law as confidential, occasionally contain personal identification information such as social security and US Department of Veterans Affairs claim numbers as well as other personal information. Maintaining these records for a three-year period would satisfy the needs for these records in the event a question should arise.</p> <p>Record formats consist of regular mail, email and faxed correspondence. Inquiries come from veterans, family members, legislative members and/or staff, congressional delegation, local municipalities, state agencies, and/or other interested parties assisting veterans. An example of correspondence may be a complaint regarding the appearance of a gravesite at the Maine Veterans Memorial Cemetery or that of a private and/or municipal cemetery, which veterans are buried in. Other examples may consist of a complaint regarding programs administered other state/federal agencies to include US Department of Veterans Affairs (VA) medical enrollment, hospitalization, service-connection compensation, pension, nursing care, home loans, property tax exemption, veteran license plate and decal issues, etc.</p>	Digital File	7/12/2022	Years 3	No Retention 0	Destroy	Current

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**Schedule #:** 1764 33#:Veterans Financial Assistance Benefits

<p>Records will be retained one year in agency after the death of the Veteran, then destroyed.</p> <p>The fund is administered and used by the director for the purposes of offering financial assistance to veterans. The bureau may contract with an organization incorporated in the State as a nonprofit corporation in accordance with Title 13-B or an organization with tax-exempt status under 26 United States Code, Section 501 (c) for the purpose of providing temporary financial assistance to veterans. Records kept include name of veteran, reason for assistance and amount of assistance.</p>	Digital File	2/8/2023	Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current
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**Schedule #:** 1786 34#:Veterans Park Pass Applications

# Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These records are kept by the Bureau's main office as we are the official reviewer and issuer of all state park passes issued to veterans. They support the issuance of free life-time day use pass to eligible veterans for admission to state parks and historic sites.</p> <p>The information contained on these records are used to assist the Bureau Director in determining if a veteran meets the program criteria to qualify for a free day use pass.</p> <p>Each record consists of an application form and a copy of the DD214 (military discharge) in cases where we do not have an official copy on file to verify eligibility. The application provides pertinent information used to determine eligibility as a veteran and as a resident of Maine. Information consists of name, address, birthdate, residency information, Maine driver's license or Maine ID card # to verify that the veteran is a Maine resident. Application when approved or disapproved is so noted on the bottom of the form and the Bureau staff issuing the pass would so note the date issued and the number. These records are active until such time as the veteran turns age 65.</p>	Record Copy	11/8/2010	Variable - See Description	0 No Retention	0 Destroy	Current
<hr/> <p><b>Schedule #:</b> 1794      35#:Veterans Commemorative Recognition Program</p> <p>These records are kept by the Bureau's main office as we are the official reviewer and issuer of recognitions as part of the Commemorative certificates, coins and medals recognition program.</p> <p>The information contained on these records are used to assist the Bureau Director in determining if a veteran meets the program criteria to qualify for a recognition and the type of recognition they are qualify to receive such as a certificate, or state medal.</p> <p>Each record consists of an application form and a photo copy of the DD214 (military discharge) in cases where we do not have an official copy on file to verify eligibility along with photo copies of other documents submitted as proof of prisoner of war, killed in action, receipt of purple heart. The application provides information on the veteran such as name, social security number, service number, date of birth, rank, branch of service, dates of services, war time period and mailing address, etc.</p>						
<hr/> <p><b>Schedule #:</b> 1933      36#:Maine Veterans Services - Accreditation Requests with US Dept. Veterans Affairs (VA)</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Provides a record of requests submitted to the US Department of Veterans Affairs (VA) for "Accreditation as Service Organization Representative" with the VA for Bureau staff. Once approved by VA General Counsel it allows the staff member to file claims for VA benefits and access VA claim files. This also provides a record of request to cancel accreditation when employee is terminated. The Bureau also provides representation as accredited representatives for other veterans' service organizations such as the Vietnam Veterans of America for which we submit the VA Standard Form 21 to their headquarters and they submit to the VA on our behalf. When an employee is terminating employment with our Bureau we submit a letter and/or email to the VA General Counsel requesting termination of accreditation not only for our organization but for any other organization that the employee is accredited by the VA to provide representation (copy is provided to the other organization). Typical things found in the file would consist of: Authorization and cancelation correspondence with the VA. The file becomes closed when accreditation is canceled upon employee termination or earlier if the Bureau Director so chooses or any other organization so chooses.	Paper	3/31/2014 Years	4	No Retention 0	Destroy	Current

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