

Department Series Report

30: Legislature

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
264#:Exec. Director of Legislative Council						
Schedule #: 826 1#:L.R.Files (Legislative Request Files)						
Chartered laws; Amendments; Bills; Associated work papers; original requests.Hold in agency current year, then transfer to Records Center.	Paper	5/1/1990	Years	1	Years 3	Archives Current
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Schedule #: 968 2#:Laws of Maine Page Proofs						
Page proofs for Laws of Maine-needed as a backup to check against printers copy for errors or discrepancies.	Paper	11/22/1991	Years	1	Years 2	Destroy Current
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Schedule #: 968 3#:Administrative Files						
Miscellaneous office files including meeting agendas, lists of bills by legislator, routine correspondence (such as letters of transmittal), copies of interoffice memoranda, resumes of job applicants, bill drafting information, legislative and vacation schedules. Record copies of interoffice memoranda are maintained by the originating agency.	Paper	11/22/1991	Years	1	Years 2	Destroy Current
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Schedule #: 968 5#:MRSAs/Selected Administrative Files (History of Bills)						
Among the functions of the Office of Revisor of Statutes is legislative drafting and editing. This office is the point where all legislation is submitted to be produced in final form for introduction to the Legislature. This series includes: the history of bills to be submitted; background material of a potential bill; statistics and related correspondence.	Paper	11/22/1991	Years	2	No Retention 0	Archives Current
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262#:House of Representatives						
Schedule #: 891 1#:House Calendar Papers						
Communications (Correspondence relating to House business); communications with attached reports; joint communications; joint communications with attached reports; joint orders; joint resolutions - House and Senate; House Orders.	Paper	12/7/1990	Years	2	Years 1	Archives Current
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Schedule #: 891 2#:House Roll Calls						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
All House roll calls for both regular and special sessions of the Maine House of Representatives.	Paper	12/7/1990	Years 3	Years 1	Archives	Current	
Schedule #: 891 3#:House Advanced Journal and Calendar							
Ed Pert's (Clerk of the House) copies of the House Advanced Journal and Calendar.	Paper	12/7/1990	Years 2	Years 1	Archives	Current	
Schedule #: 994 4#:House Legislative Sentiment Forms							
House Legislative Sentiment Forms is an expression of Sentiment by the Maine Legislature. A Sentiment is usually congratulations for an accomplishment (a sports team, outstanding student, etc.) or an event such as the bi-centennial.	Paper	6/17/1992	Years 2	No Retention 0	Archives	Current	
Schedule #: 1065 5#:Journal of the House of Representatives							
The Journal of the House of Representatives is a record of communications received by the House Clerk. It is the actions taken by the House on items of Legislative business, and roll call votes. The Journal is maintained and indexed by the Clerk of the House.	Paper	9/21/1993	Years 0	No Retention 0	Archives	Current	
Schedule #: 1093 6AT:House Daily Session Cassette Tapes							
This series consists of cassette tapes made of each daily session of the House of Representatives. The tapes are created as a backup to the dictation system used to make transcriptions of the House proceedings are published first in unbound form, then in the bound Legislative Record after indexing prepared. Keep in Agency until transcribed.	Audio Tape	5/5/1994	Contingent Upon Event - See Description	0	No Retention 0	Archives	Current
Schedule #: 1297 7#: Legislative Videos							
This series consists of 9 VHS video tapes. The time period covered appears to be 1989 - 1991. 6 of the tapes relate to the State of the State and include a democratic process. The Speaker of the House at that time, John L. Martin, was one of the democratic leaders responding. Another tape relates to the state budget and was recorded by Channel 13 News. Another tape appears to be an interview recorded by Channel 8. The final tape is a description of the Minnesota Legislative process and its impact. Keep in Agency until no longer needed.	Motion Picture	1/8/1999	Variable - See Description	0	Years 0	Archives	Current

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<p>Schedule #: 1639 8#:Photograph Negatives of the Legislature</p> <p>These are photographic negatives. They are original negatives from the original photographer. These negatives are a photographic record of the Maine Legislature. The Maine State Archives Imaging Center will use these negatives to reproduce photographs of the Legislature for the House of Representatives Chamber. The files contain the original negative of photographs taken of the 94th, 96th, 97th, 98th, 100th, 102th, 103rd, 104th, 106th, 107th, 108th, 110th, 111th, 112th, 113th, 115th, and 116th Legislatures.</p>	Still Photograph	9/28/2005	No Retention 0	No Retention 0	Archives	Current
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268#:Law and Legislative Reference Library						
<p>Schedule #: 833 4#:Reference Requests</p> <p>Records related to reference requests from all patron types. Includes paper intake forms, emails, and written requests by mail.</p>	Mixed	3/7/2024	Months 3	No Retention 0	Destroy	Current
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<p>Schedule #: 833 5#:Reference Responses</p> <p>Relates to records of reference librarian responses to all patron types. Includes emails sent to patrons, typed responses sent by postal mail, and oral responses in person or over the phone.</p>	Mixed	3/7/2024	Years 5	No Retention 0	Destroy	Current
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<p>Schedule #: 833 7#:Interlibrary Loan Requests</p> <p>Forms and computer printouts showing materials borrowed from and lent to other libraries.</p>	Mixed	3/7/2024	Years 3	No Retention 0	Destroy	Current
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<p>Schedule #: 997 9#:State Law Librarian's Office Files</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Files include a variety of material relating to the administration of the Law and Legislative Reference Library and the Maine library community. Also included is material relating to the publication of Maine Laws, statutes and court reports. Administrative material includes correspondence; budgetary information; memoranda relating to library collections, services, personnel and automated systems, memoranda from the Executive Director of the Legislative Council; and notices and notes from meetings of Legislative Directors. Material relating to the Mainer library community includes minutes, notes and financial reports of the State court Library Committee; and minutes and reports of the Statewide Library Automation Committee and Consultant. Material relating to publications is generally not current and includes correspondence with publishers and distribution information. Retain in agency 20 years or for 3 years after the selection of a new State Law Librarian.	Paper	8/11/1992	Years 20	No Retention	0 Archives	Current	
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Schedule #: 1097	12A:Confirmation Hearing Master Files						
Records generated during review of candidates named by the Governor for various appointed positions. After the nomination is made, a public hearing is held by the appropriate joint standing committee of the Legislature. The joint standing committee then reports to the Senate its recommendation as to whether the nomination should be confirmed or not. The full Senate considers and accepts or rejects this recommendation during a subsequent confirmation session.	Mixed	2/28/2024	Contingent Upon Event - See Description	0	No Retention	0 Archives	Current
Paper files include a resume of the nominee and any written testimony presented at the public hearing. These files will be retained until no longer needed for reference purposes, then transferred to Maine State Archives. Any audiotapes or CD's will be retained until converted to digital audio, then destroyed. Digital audio loaded onto the Law Library servers will be retained permanently.							
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Schedule #: 1142	13A:Audit & Program Review Files - State Agency Justification Reports						
This series includes paper files prepared for the Joint Standing Committee on Audit and Program Review. Work session file include agendas, discussion by commissioners. Public hearing files include some of the materials and in addition may include fiscal notes, proposed legislation, draft recommendations of the Committee, testimony. Committee voting records, and committee reports (recommendations for passage).	Paper	1/24/1995	Years	0	No Retention	0 Archives	Current
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Schedule #: 1142	13B:Audit & Program Review Files - Work Session and Public Hearing Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This series includes paper files prepared for the Joint Standing Committee on Audit and Program Review. Work session file include agendas, discussion by commissioners. Public hearing files include some of the materials and in addition may include fiscal notes, proposed legislation, draft recommendations of the Committee, testimony. Committee voting records, and committee reports (recommendations for passage). Transfer to Law Library then to Archives when no longer referenced.	Paper	1/24/1995	Years	0	No Retention	See Description Current
Schedule #: 1259 23:Reference Log						
Reference staff record requests in the log, including date of the request, patron type, how the request was received, how long it takes to answer the request, type of information used to respond to the request, initials of the staff person fulfilling the request, a summary of the request, and a summary of the response (if responding by postal mail).	Mixed	3/7/2024	Years	5	No Retention	Destroy Current
Schedule #: 1259 24:Remote Patron Log						
Records are considered closed on the last day of each calendar year. An Excel spreadsheet, with a tab for each month of the year, is used to track the number of print copies that librarians send patrons in compliance with the library's Remote Patron Policy. Previous months records are used only for reference.	Digital File	3/7/2024	Years	1	No Retention	Destroy Current
263#:Legislative Council						
Schedule #: 887 4#:Appropriations Committee Minutes						
	Paper	12/11/1996	Years	2	Years	4 Archives Current
Schedule #: 960 7#:Original Bills of Legislature						
Original bills with sponsors' signatures and House and Senate stampings and any accompanying amendments. (Note: These are not the printed legislative documents) This is the original paperwork that leads up to the signed bills.	Paper	2/6/2007	Years	1	No Retention	0 Archives Current
Schedule #: 1262 10#:Legislative Council Minutes						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Legislative Council Minutes including audio tapes of the sessions.	Paper	4/9/1998	Years 10	Years 0	Archives	Current
263F:Legislative Council - Office of Fiscal & Program Review						
Schedule #: 887 3#:Audit and Program Review Files						
This office examines and reviews expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation and analyzes appropriation requests. Files include: minutes, reports and information.	Paper	11/13/1990	Years 5	Years 5	Archives	Current
Schedule #: 887 5#:Fiscal Note Files						
Files include: Fiscal Notes, Legislative Documents, Amendments, and Departmental Impact Statements	Paper	12/11/1996	Years 1	Years 4	Archives	Current
Schedule #: 887 6#:Study Material (Fiscal & Program Review)						
Back-up material on studies staffed by OFPR. Included: correspondence, research data and reports.	Paper	11/13/1990	Years 1	Years 10	Archives	Current
263I:Legislative Council - Office of Legislative Information Services						
Schedule #: 1389 15:Committee Attendance by Legislators						
Legislative committee attendance by legislators.	Paper	1/8/2001	Years 1	Years 10	Destroy	Current
263P:Legislative Council - Office of Policy & Legal Analysis						
Schedule #: 1355 1:OPLA Policies & Management Materials Related to Legislative Operations						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This office provides management and organizational support to presiding officers related to committee and other legislative management. This work involves analysis and reporting in order to develop legislative policies relating to committees - for example restructuring of committee, committee bill loads, staffing and scheduling. This material represents an important historical database and is used periodically, but infrequently when assessing current legislative policies and legislation. The records are used for historical purposes and to avoid reconstructing information periodically. The Director of OPLA and the principal analysts of OPLA use this information. Certain documents you would find in these files: international legislative and office orientation materials; schedules; committee restructuring analysis; workload analysis; staffing assignments/allocation/analysis; Legislative Council materials; committee deadlines and other rulings.	Paper	9/14/2000	Years 0	Years 12	Archives	Current
Schedule #: 1392 3#:Budget Review Files						
These files contain the materials relating to the review of proposed agency budgets by the Legislature's policy committees and recommendations to the Appropriations Committees. Files include working papers of OPLA and Committee recommendations.	Paper	11/17/2016	Years 4	Years 4	Archives	Current
Schedule #: 1393 4#:Files of Legislative Studies Directed by the Legislature						
These are the master files for studies staffed by OPLA. The files may contain the background materials, research information, drafts, staff memos, meeting summaries, testimony, reports and related information relating to legislative studies. These files include files relating to interim meetings of standing committees or subcommittees staffed by OPLA only if the meeting was held as a result of a specific legislative directive (bill, resolve or joint order); OPLA materials related to interim meetings not held as a result of legislative directive are handled pursuant to OPLA's general committee materials schedule # 1396. Files are kept in OPLA for the current biennium.	Paper	11/17/2016	Years 2	Years 4	Archives	Current
Schedule #: 1394 5:Government Evaluation Act and Related Agency Oversight Files - OPLA						
These files contain documents related to the legislative oversight and review of state agencies and programs under the Government Evaluation Act (GEA), including analyses and working papers of OPLA.	Paper	2/28/2001	Years 2	Years 8	Archives	Current
Schedule #: 1396 6#:Files for the Joint Standing and Select Committees Staffed by OPLA (LDs and other committee business)						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These files contain materials generated or collected by OPLA relating to the bills (LD's) considered by joint standing or select committees staffed by OPLA, including working papers and research materials, relevant testimony, analyses, staff memos, amendments and related materials. Files are organized by committee and within committees, numerically by LD#. These files also include materials generated or collected by OPLA relating to the major substantive rules filed by agencies under 5MRS 8071 et seq., as well as rule reviews resulting from petition under 5MRS 1111 et seq. In addition, these files include materials relating to significant substantive matters taken up by committees that are not directly related to bills referred to the committee, including matters taken up during interim meetings, except those interim meetings held as a result of a specific legislative directive (bill, resolve or joint order); materials relating to interim meetings held as a result of a specific legislative directive are handled under the OPLA study schedule # 1393. Files are kept in OPLA for 2 years after the close of the Legislative Session. (Example: 125th Maine Legislature closed in 2012, records would be kept for 2 full years in OPLA until meeting its full retention time.)</p>	Paper	11/17/2016	Years 2	Years 4	Archives	Current

Schedule #: 2229 9:General Research and Correspondence Files

<p>These files contain materials generated or collected by OPLA that are general and background materials, newspaper clippings, correspondence or other documents that are not included in Schedules 1392, 1393, 1394 or 1396. These materials may also include notes or presentations from meetings or conferences not organized by OPLA or the Legislature, such as those organized by an executive department or other board or commission, the National Conference of State Legislatures, or any other organization. They may also include responses to information requests unrelated to an LD or a study.</p>	Mixed	8/26/2021	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
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Records are retained until it is determined they are no longer useful; materials collected/produced are kept for possible future reference based on events/context and held until something makes them no longer useful to retain.

3700#:Legislative Graveyard

Schedule #: 2267 100:Legislative Graveyard

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30: Legislature

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files are created by the Maine Legislature while in session; specifically, records of bills that did not pass.	Paper	5/9/2023	Years 2	No Retention	Archives	Current
Previously under Senate (261#), Schedule 1130, Series 1#, Files Created by the Senate while in Session.						

260#: Legislature

Schedule #:	666	1#: Standing Committee Report Files						
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Paper	2/2/1988	Years 3	No Retention	0	Destroy	Current	

Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Roll Microfilm	2/2/1988	Years 50	No Retention	0	Destroy	Current	
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Schedule #:	666	2#: Special Committee Report Files						
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Paper	2/2/1988	Years 3	No Retention	0	Destroy	Current	

Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Roll Microfilm	2/2/1988	Years 50	No Retention	0	Destroy	Current	
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Schedule #:	711	29: Photographic Prints: Legislators						
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Photographic prints of the Legislature.	Still Photograph	11/29/2017	No Retention	0	No Retention	Archives Current
Schedule #: 711 3#:Photographic Prints: Speakers of the House						
Photographic prints of speakers of the house.	Still Photograph	12/5/1988	Years	0	No Retention	Archives Current
Schedule #: 711 30:Photographic Prints: State House						
Photographic prints of the State House.	Still Photograph	11/29/2017	No Retention	0	No Retention	Archives Current
Schedule #: 911 8#:County Budgets						
County budgets submitted to Legislature each year.	Paper	1/31/1991	Years	3	No Retention	Archives Current
Schedule #: 1011 10#:Legislative Committee Master Files						
Files relating to each legislative proposal are created and maintained by clerks of each legislative committee. Each file includes a copy of the legislative document(bill), notice of public hearing, public hearing sign- in sheet, staff memoranda, fiscal note (if bill affects revenues), written testimony distributed at the public hearing, and proposed amendments, the vote of the committee and the signed report of the committee.	Paper	7/19/2023	Years	1	No Retention	Archives Current
The Law & Legislative Reference Library receives one set of original records from the Legislative Information Office, upon which they will prepare the records for transfer to the Maine State Archives.						
Schedule #: 1011 9#:Legislative Day Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This series consists of files, one for each day the Legislature meets. Each file includes a copy of the printed advance calendar and supplemental calendars with hand written notes of floor actions. This information is posted in the online legislative bill status system. This same information can also be found in the House and Senate Journals (3 copies prepared) and in the Legislative Record (published).	Paper	12/9/1992	Years	1	No Retention	Destroy Current
Schedule #: 1374 24:Bound copies of the House Advance Journal and Calendar						
Bound copies of the Senate Advance Journal and Calendars are kept by the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber, to use as samples. The Bound Copy of the Senate Advance Journal and Calendar contain a copy fo the daily calendar used in the Senate Chamber during session.	Paper	12/8/2000	Years	4	Years 0	Archives Current
Schedule #: 1374 25:Bound Copies of the Senate Advance Journal and Calendar						
Senate Advance Journal and Calendars are kept in the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber. The bound copy of the Senate Advance Journal and Calendar contains a copy of the daily calendar used in the chamber during session.	Paper	12/8/2000	Years	4	Years 0	Archives Current
Schedule #: 1631 26#:Committee Clerk Handbooks						
These are the handbooks that the Committee clerks follow, containing the clerk's assignments for each standing committee. These books are guidelines that the clerks follow. The handbooks change from Legislative session to Legislative session.	Paper	5/27/2005	Years	2	Years 5	Archives Current
Schedule #: 1631 27#:Committee Rules of Procedure						
These are written rules that the Joint Standing Committees agree on at the beginning of each session. The rules are used to determine how business is conducted on a daily basis. These rules are not retained anywhere else. Legislators and staff may need to look back at previous years to determine how business was conducted. A typical file for one year will have a two page "agreement" from each standing committee.	Paper	5/27/2005	Years	2	Years 10	Archives Current

261#:Senate

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1130 1#:Files created by the Senate while in session</p> <p>These files are created by the Maine Legislature while in session. Files include: Communications between the Senate and the House; Dead Bills; Joint Resolutions and accompanying papers; Public Laws; Summary of Files; Confirmations; Calendars; Private and Special Laws; Constitutional Amendments; Resolves; Gubernatorial Appointments. Keep in agency during each legislative session plus 2 years.</p>	Paper	12/16/1994	Years 2	No Retention 0	Archives	Current
Complete recordings of Senate sessions, to be transcribed in the written record.	Audio Tape	11/19/1996	Years 2	Years 5	Archives	Current
<p>Schedule #: 1169 1:Legislative Audio Tapes-Senate Recordings</p> <p>The Legislative Record is a complete written record of the Senate Session proceedings.</p>	Audio Tape	8/17/1995	Years 5	Years 5	Archives	Current
<p>Schedule #: 1169 2#:Legislative Record--Senate</p> <p>The Legislative Record is a complete written record of the Senate Session proceedings.</p>	Paper	11/19/1996	Years 2	Years 5	Archives	Current
<p>Schedule #: 1169 3#:Senate Notation Books</p> <p>Books that record Senate Paper numbers; Books that include Senate Secretary's office receipts.</p>	Paper	8/17/1995	Years 1	Years 5	Destroy	Current
<p>Schedule #: 1169 4#:Senate Roll Calls</p> <p>Yea's and Nay's of Senators. (Recorded Senate votes for Regular, Confirmation and Special Sessions.)</p>	Paper	8/17/1995	Years 5	Years 5	Archives	Current
<p>Schedule #: 1169 5#:Senate Journals</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Record of Action taken and motions made during Senate sessions.	Paper	8/17/1995	No Retention	0	No Retention	Archives Current
Schedule #: 1180 6#:Senate Signature Books						
When bills are taken to the Engrossing Department and to the Governor's Office for his signature, these are the records of the staf people who sign for possession of the bills. These records become important should a Bill be misplaced.	Paper	11/3/1995	Years	1	No Retention	0 Destroy Current
Schedule #: 1180 7#:Unbound Senate Journal						
This is the Senate Journal Proof.	Paper	11/3/1995	Years	1	No Retention	0 Archives Current
Schedule #: 1180 8#:Senate Secretary's Working Calendar						
These are the Senate Calendars that the Secretary of the Senate make her notes on. She uses these documents to verify the Senate written record and journal.	Paper	11/3/1995	Years	1	Years	1 Destroy Current
Schedule #: 2300 9:Committee Reference and Engrossing Books						
Records close at the end of each session. The Committee Reference Book keeps track of when bills are received by each committee. The Engrossing Book tracks when bills have been sent to be engrossed. These books are printouts and act as a reference for the Senate office to track where a bill physically is within the State House.	Paper	11/14/2024	Years	2		0 Destroy Current
Schedule #: 2302 10:Senate Legislative Sentiment Forms						
Records are considered closed at the end of the Legislative Session. Senate Legislative Sentiment Forms is an expression of Sentiment by the Maine Legislature. Records in this series consist of, but are not limited to, in memoriam resolutions, championship sports awards, Eagle Scout, Gold and Silver Girl Scout, Chamber of Commerce awards, school valedictorian or salutatorian, wedding anniversaries of 50-years or more. Records originate in the Revisor's Office and are forwarded to either the Senate office or the House of Representatives, depending on who the sponsor is.	Paper	12/30/2024	Years	2		0 Archives Current