

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
219#:						
Schedule #: 1249	15#:Commissioner's Correspondence (Public Safety)					
Commissioners correspondence (Public Safety)	Paper	2/23/1993	Retain Until Inactive	10 Years	0	Archives Current
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Schedule #: 1288	16#:Tort Claims Dept. of Public Safety					
When someone sues Public Safety for damages, a Tort Claim goes to Public Safety. It must be kept to follow the case or to know how much money the suer is suing for. File is kept until case has been litigated and file concluded. Keep in agency 5 years after litigation.	Paper	10/14/1998	Years	5 Years	20	Destroy Current
Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).						
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Schedule #: 1430	18#:Minutes of the Commission on Domestic and Sexual Abuse					
The minutes of the Commission on Domestic and Sexual Abuse, which was established in 1990.	Paper	3/26/2002	Years	3 Years	0	Archives Current
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219E:Bureau of Consolidated Emergency Communications						
Schedule #: 1938	1#:Bureau of Consolidated Emergency Communications Audio Recordings					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Department of Public Safety, Bureau of Consolidated Emergency Communications audio recordings, including, but not limited to, E-9-1-1 telephone call recordings, recordings of law enforcement and first responder radio traffic, and recordings of administrative line telephone calls. The BCEC retains the recordings for the purposes of documenting audio recordings relating to incidents requiring the potential or actual involvement of law enforcement agencies and/or first responders. The recordings are sometimes used by law enforcement agencies in the course of criminal investigations and by district attorney offices and the Maine Department of the Attorney General in the course of prosecuting crimes. The recordings (or transcripts thereof) are also sometimes used in the course of civil litigation involving the State, as well as in the course of administrative personnel investigations. Finally, transcripts of recordings are often requested by the public pursuant to 25 M.R.S. 2929. the content of the audio recordings varies, and can include conversations ranging from day-to-day business matters to conversations between a PSAP operator/dispatcher and a person calling for immediate emergency or law enforcement assistance.	Digital Audio	9/3/2014 Years	6	No Retention	0 Destroy	Current

219C:Capitol Police

Schedule #: 700 1#:Parking Tickets and Related Documents

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16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Parking tickets are used to notify a vehicle's owner that their car was in violation resulting in a fine. Monies that are generated from those tickets go into the State of Maine General Fund.</p> <p>Our parking tickets are a two-part form; a white ticket and a red or yellow ticket envelope. The white ticket is retained by the officer and used to input the ticket into the database used by Capitol Police. The red or yellow ticket envelope is left on the vehicle and serves as an envelope that can be used to submit a payment.</p> <p>Prior to fiscal year 2020, all parking tickets were scanned into folders by calendar year and separated into "issued tickets" folders and "paid tickets" folders. Beginning in July 2019, unpaid tickets (the white portion of the ticket) are kept in a folder by fiscal year. The paid tickets and any supporting correspondence and receipts are scanned into a single folder "paid tickets" (quarterly, by fiscal year). If the payment is submitted in the red or yellow ticket/envelope portion, we scan the envelope as well. Receipts for payment, copies of the check or money order used for payment and all related correspondence are each assigned corresponding ticket numbers with a letter designation indicating what type of document they are. For example, the gif of the check that paid ticket number 32445 would be identified as 32445CK. All supporting deposit summary sheets done in that quarter are also kept in the file. Monies collected from parking tickets are taken to the Department of Public Safety where they are processed.</p> <p>Retain parking tickets and supporting documentation until paid. Once paid, records are retained for one year in jpg, tif and pdf format by Capitol Police. Retain any unpaid tickets separately until paid.</p>	Digital File	1/17/2020	Contingent 0 Upon Event - See Description	No 0 Retention	Destroy	Current

Schedule #: 700 2#:Incident Investigation - Related Records

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Capitol Police maintains records that constitute or include "intelligence and investigative record information" (see 16 MRS §803(7)), including, but not limited to, incident reports, investigation reports, attachments and documentation included in investigation-related files, photographs, and audio and video recordings. Such records may exist in various formats, including, but not limited to, digital and analogue formats. When records in analogue format are converted to digital format, then the analogue versions of the records may be destroyed so long as the digital copy is retained in accordance with this retention schedule and applicable law. See MRS §456-A.</p> <p>Records will remain in agency until the matter to which the records relate is closed, plus 7 years. For the purpose of this schedule, a matter is "closed" when no further activity is reasonably expected to occur in the matter to which the records relate; as examples, a matter is "closed" when: (1) a law enforcement investigation is closed without criminal charges being brought; (2) a criminal prosecution has resulted in an acquittal; (3) all appeal periods for an individual convicted of a crime have expired.</p>	Mixed	3/4/2020	Years 7	No Retention 0	Destroy	Current

Schedule #: 700 3#:Correspondence - Capital Security

Letters and memos to and from Capital Security.	Paper	9/14/1988	Years 1	No Retention 0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 2161 4:Overnight Parking Requests

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16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Overnight parking on State property in Augusta is prohibited by rules promulgated under Maine Revised Statute, Title 25, Section 2906, unless specific authorization is given by the Bureau of Capitol Police.</p> <p>Individuals requesting permission to park overnight on State controlled property must email that request to Capitol Police. Provided that the words "Overnight Parking Request" are provided in the subject line of the email, the individual will receive an automated response which states that permission is granted unless they are directed by Capitol Police in a subsequent email or phone call that it is not permitted. Capitol Police needs to know - Whose name the vehicle is registered under; vehicle info: color, year, make, registration state and number; location; dates and emergency contact number.</p> <p>If the individual does not provide the required information they are contacted through email by our office and asked for the missing information, after which a determination is made whether to grant permission.</p>	Digital File	10/16/2019	Years 1	No Retention 0	Destroy	Current

Schedule #: 2169 5:Capitol Police Standard Operating Policy and Procedure

<p>Capitol Police has Standard Operating Policy and Procedures which are written, established or prescribed methods to be followed for the performance of designated operations or in designated situations. We maintain Standard Operating Policy and Procedure books for employees to refer to, as well as copies of individual policies for handouts, and keep an electronic file with both current and previous versions of the Standard Operating Policy and Procedures. The outdated digital files are retained to maintain a historical reference of established procedures.</p> <p>A typical electronic file includes the current Standard Operating Policy and Procedure, the previous versions of it, and a sign-off sheet showing that each employee received a paper copy of the new or updated Standard Operating Policy and Procedure and understands its contents. If needed, appendices are kept with the Standard Operating Policy and Procedure.</p> <p>Two copies of each finalized and signed mandatory and elective policy will be retained permanently in the agency. All publicly disclosable mandatory policies will be sent to the Maine State Archives. Mixed media consists of both paper and electronic files.</p>	Mixed	2/27/2020	Variable - See Description	0	No Retention 0	See Description	Current
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Schedule #: 2170 6:Capitol Police Data on Information Management Corporation Database (IMC)

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Information Management Corporation (IMC) is a Police Records data management system shared by Capitol Police with the cities of Hallowell and Augusta.	Digital File	3/3/2020	Permanent or Indefinite	0	No Retention	See Description Current
<p>Capitol Police Data is entered into the system from the following records: Day Shift Officer's Logs, Officer's Building Check Sheets, Overnight Parking Lists, Watchperson's Building Check Sheets, Written Warnings for Overnight Parking, Night Eyes Notices, Trespass/Harassment Notices, Incident Investigations, Intelligence Documents, Parking Tickets and Accident Reports.</p>						
<p>The records listed above (from which data is recorded into IMC) are mirrored in other electronic records stored in our office that document our daily work. At this time, Capitol Police data stored in the IMC system is retained indefinitely.</p>						

Schedule #: 2171 7:Capitol Area Activity Permits and Supporting Documents

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Pursuant to Section 2904 of Title 25 of the Maine Revised Statutes Annotated, and the Rules promulgated thereunder, no person shall cause or participate in a demonstration of any nature in the Capitol Area unless written permission for such demonstration has been obtained from the Commission of Public Safety or his Designee. Persons wishing to engage in activities located outside of any state-controlled locations, whether its owned, leased, or just used by the state within the city limits of Augusta, Maine must request use of such property by applying to Capitol Police (as the Commissioner of Public Safety's designee) for a Capitol Area Activity Permit. An application, in writing, setting forth information as may be required, is necessary prior to the granting of any permit.</p> <p>Information requested on the Capitol Area Activity Permit application includes the applicant's name and contact information, the name of the group represented, and the time, date and location of the event. A detailed description of the event and number of people expected to participate are also included. In turn, this information is used to create the permit.</p> <p>Information included with Capitol Area Activity Permit requests occurring in Capitol Park may necessitate a use fee and or deposit. Records of such payments or deposits are also retained with the permits. Additionally, a cover letter that accompanies the permit, will list any fees, special considerations (for example the need for portable toilets) and certificate of insurance that may be necessary.</p> <p>Capitol Area Activity Permits are kept at the Capitol Police office and referred to as necessary to determine if the applicant has a history of prior permits and if there are any notations in the file regarding any misuse/abuse of property or need for police presence at that event.</p> <p>A typical file contains the activity permit request, the Capitol Area Activity Permit, a cover letter to the applicant, and any notes, correspondence, or receipts for payments. Capitol Area Activity Permit applications that have been denied and permit cancellations are also kept in these files.</p> <p>Only the Permit is kept electronically in the H drive for 2 years. Paper copies and related documents are kept in file drawer #3 for 2 years.</p>	Mixed	3/3/2020	Years 2	No Retention 0	Destroy	Current

Schedule #: 2172 8:Capitol Police Overtime Details

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Capitol Police Officers stand by at security details for several State agencies. Once the request is received from an agency, an officer is assigned to the detail on an overtime shift. When the detail is completed, Capitol Police asks the Security & Employment Service Center for an invoice to be sent to the requesting agency for payment for the officer's time.</p> <p>A typical file includes a copy of the outside agency's request, the invoice and any notes pertaining to the detail. Most of the correspondence is in email format.</p>	Digital File	2/27/2020	Years 1	No Retention 0	Destroy	Current

<p>Schedule #: 2173 9:Capitol Police Daily Call Sheet</p> <p>Each week, Capitol Police office personnel produce the next week's daily call sheets (one for each day). These documents list every employee in the department and the hours that they are expected to work that week. They also list overtime that the employee is scheduled to work and the time they may be spending absent during that week. Each employee signs his/her name on the sheet each day that he/she works.</p> <p>These logs are printed off, scanned, and filed together with the Day Shift Officer's Logs, Watchperson's Logs, Officer's Building Check Sheets, Night Eyes forms, and Electronic Control Device Log.</p> <p>The logs are also scanned to supervisors at Capitol Police who use them when managing Capitol Police payroll.</p>	Digital File	3/11/2020	Years 1	No Retention 0	Destroy	Current
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<p>Schedule #: 2174 10:Harassment/Trespass Notice</p>						
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Capitol Police officers serve Harassment and Trespass Notices on State controlled properties. Pursuant to Maine Revised Statutes Annotated, Title 17-A, Subsection 402 (trespass) and Subsections 506 and 506-A (harassment), the person named in the Trespass/Harassment Notice is prohibited from entering, remaining in/on the premise named in the order and/or forbidden to harass by telephone or by engaging in any course of conduct that would harass, torment or threaten the person indicated in the order.</p> <p>The Harassment/Trespass Notice contains the name of the person that the notice is served on, their birthdate, and address. The address of the place they are prohibited from being, the name of the person they are prohibited from harassing and locations from which they are to refrain from going are also listed on the notice. The signature of the person served, date of service, and the name and signature of the officer who served it are also on the notice.</p> <p>Harassment/Trespass Notices are valid for a period of one year from the date served. They are a two-part form with the bottom yellow copy being given to the person that the notice is served to, and Capitol Police retaining the top white copy for a period of 2 years.</p>	Mixed	3/4/2020	Years 2	No Retention 0	Destroy	Current

Schedule #: 2175 11:Vehicle Inspection Forms

<p>Capitol Police officers and watchpersons do an equipment check and inventory of safety equipment in the cruiser or vehicle they are going to drive that shift. This is done by utilizing a check sheet referred to as the Vehicle Inspection Form. This form lists each part of the vehicle that must pass inspection and contains a comprehensive list of equipment that must be in the vehicle. The employee signs and dates the form and makes note of the beginning and ending mileage for their shift.</p> <p>Vehicle Inspection Forms are filled out by Officers and Watchpersons then given to the Office Associate to scan into the One Drive where they are stored for 1 year. Paper records are destroyed once scanned.</p>	Digital File	3/4/2020	Years 1	No Retention 0	Destroy	Current
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Schedule #: 2176 12:Legislative and Constitutional Officers Parking Permits

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Capitol Police, by rules promulgated under Maine Revised Statutes, Title 25, Section 2906 issues numbered parking permits which allow parking in specific reserved areas, and maintains records of who they are issued to. Reserved parking is designated for Legislative Leadership and Constitutional Officers. In the Executive Branch, reserved parking is designated for the Governor, the Governor's Chief of Staff and Department Commissioners. When the permit is displayed in a vehicle's window, the owner will not be issued a parking ticket for parking in a reserved space.</p> <p>These records are kept to allow our employees to research who a vehicle is associated with by parking permit number.</p> <p>A typical file includes the letter that accompanied the actual permit telling the recipient which parking permit number they are allocated and where their parking space is located, and a spreadsheet with the permit number, owners name, and assigned parking lot.</p>	Mixed	3/5/2020	Years 3	No Retention 0	Destroy	Current

Schedule #: 2177 13:Weekly Work Schedules for Officers, Screeners, and Watchpersons

<p>Each week a schedule is sent out to all Capitol Police employees with the dates and times each of the officers, screeners, and watchpersons are going to work the following week. The schedule also shows who is taking time off and who will be working an overtime shift if necessary. Not only does this serve to notify people of the schedule but it also is the basis for creating the entire departments work daily schedule that includes office personnel, Chief, Lieutenant, and Sergeant. The weekly work schedules are the only document kept in the file.</p>	Digital File	3/9/2020	Years 3	No Retention 0	Destroy	Current
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Schedule #: 2183 14:Officers and Watchpersons Daily Reports

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Capitol Police is charged with the safety and security of all State controlled buildings in the Capitol Area. These forms are used to track the dates and times Capitol Area buildings are checked by Capitol Police officers who work second and third shifts and by the overnight watchpersons. The Officer Building Check Sheet and Watchperson Building Check Sheet forms list each building's location and number designation, and have the abbreviations BC for building check (which means that they did a physical check of the building's first floor doors and windows) or VC for visual check (which indicates that they visually checked the building) listed beside each building's location. The officer's and watchperson's name, the date, and the shift worked are also on the forms.</p> <p>Day Shift Officers Logs: During the Capitol Police officer's daily duties, a record is made of all their activities and interactions with the public. This information can be used to refer to an officer's activities on a specific date.</p> <p>Records also include but are not limited to; overnight parking lists, written warning for overnight parking, night eyes form and electronic control device check sheet.</p> <p>The Officer's Building Check Sheets are scanned and filed together with the previous day's Day Shift Officer's Logs, Watchperson's Building Check Sheets. The information found on these forms is also compiled into a log that is chronological for each 24-hour period in the Information Management Corporation database that Capitol Police uses to store data indefinitely.</p>	Digital File	7/22/2021	Years	1	No Retention	0 Destroy Current

Schedule #: 2186 15:Monthly Mileage Reports

<p>Mileage Reports contain data pertaining to miles traveled in each of the six Capitol Police vehicles and how much fuel was used on a monthly basis. These reports are comprised of a "Vehicle Mileage Report" with the total miles traveled and gallons of gas used per vehicle, a spreadsheet "Mileage Report/Gallons of Gas" listing the data per vehicle per fiscal year, a spreadsheet called "Total Mileage per Month - All Vehicles / Total Gallons of Gas per Month - All Vehicles" containing that information broken down by month per fiscal year, and one "Central Fleet Management Monthly Mileage Report and Log Sheet" for each vehicle that details dates, odometer readings for each vehicle on that date, how many gallons were purchased at what price per gallon and the vehicle drivers name and signature. At the end of each month, the Central Fleet Reports are faxed over to Central Fleet (with a copy kept at Capitol Police), and the Vehicle Mileage Reports are given to the Chief of Police. Paper copies of these forms are kept for a period of one year at Capitol Police.</p>	Paper	7/22/2020	Years	1	No Retention	0 Destroy Current
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 2187 16:Screening Station Records and Supporting Documents</p> <p>The Bureau of Capitol Police is responsible for screening visitors and employees going into the State House for dangerous items. If prohibited items are found when screening the individual and their bags or belongings, the items will be confiscated and held until the owner re-claims their property upon leaving the building. The visitor or employee will be given a receipt for the item(s). This receipt is a two part form. The yellow half is given to the owner and the white copy is retained by the Capitol Police Officer on duty at the Security Kiosk. These paper receipts are kept for a period of one year. Items not re-claimed by the end of the day, or any items deemed to be illegal, will be returned to the Capitol Police office where they will be held for a prescribed period before disposal, usually one year.</p> <p>Each day, the screeners track how many people passed through the magnetometer, how many items were x-rayed and if any money was left behind in the screening bins. This information is entered onto a paper form called "Record of Items Held at Screening Station". Each morning, this information is entered in a spreadsheet of the same name and kept electronically. At the end of the month, the spreadsheet is totaled, printed off and stapled to the daily sheets.</p> <p>A year-to-date spreadsheet called "Screening Records" is produced each month which is stapled to the "Record of Items Held at Screening Station" forms, filed, and kept for one year.</p> <p>The "Entry Screening Equipment Daily Test Log" is maintained to make sure the screening equipment is functioning properly and within normal parameters. At the end of each month, this form is stapled together with the other monthly screening forms in paper format.</p>	Mixed	7/27/2020	Years 1	No Retention 0	Destroy	Current
<hr/> <p>801#:Emergency Medical Services</p>						
<p>Schedule #: 2030 1:Training & Examinations</p> <p>Contains course outlines, objectives, workshops examinations, correspondence and related documentation.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/20/2016	Years 10	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 2030 10:EMS Service Inspection Reports</p> <p>To track yearly service inspection information of EMS ambulances in order to maintain the safety of ambulances on a yearly basis.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/20/2016	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 2030 11:EMS Run Reports</p> <p>When an ambulance is called to an emergency they must fill out a form called a Run Report. This form contains where, whom and type of emergency as well as description of the emergency. This enables Emergency Medical Services to track the number of runs and services provided on a yearly basis by service providers.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/20/2016	Years 4	No Retention 0	Destroy	Current
<p>Schedule #: 2030 2:EMS Regions</p> <p>Contains protocols, training, correspondence and related documents.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/20/2016	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 2030 3:Ambulance Service License Applications</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Ambulance services must renew their serice/vehicle license yearly. EMS has to refer back to these files to check on previous licenses. Files include: applications, services roster, authorized service signature form.	Digital File	7/20/2016	Years 5	No Retention 0	Destroy	Current
Schedule #: 2030 4:Individual EMS Applications						
Individual needs to apply for licensure after course completion and must renew every 3 years. EMS has to refer back to these files to check on previous licenses. Files include: new application, course certificates and exam card, renewal application, skills lab certificate.	Digital File	7/20/2016	Years 4	No Retention 0	Destroy	Current
Schedule #: 2030 5:EMS Exam Application						
In order to take a State exam, an individual must apply and pay a fee. Keep track of how many individuals in the different areas of the State have taken the exam. Files contain: EMS exam application.	Digital File	7/20/2016	Years 2	No Retention 0	Destroy	Current
Schedule #: 2030 6:EMS Continuing Education Rosters						
In order to maintain State licensure individuals must take a certain amount of continuing education as well as to participate in a 4 hour skill review. The rosters are used to keep track of individual hours. EMS rosters contain: Attendees, instructor's name, class number, title of class and date of class.	Digital File	7/20/2016	Years 3	No Retention 0	Destroy	Current
Schedule #: 2030 7:Board of Emergency Medical Services - Minutes						
Varied documents and correspondence relating to actions of the board; such as list of members, meeting agendas, correspondence from board to other governmental agencies. Minutes contain issues discussed and board discussions and decisions on each issue. Board meets two times a month.	Paper	7/20/2016	Years 2	No Retention 0	Archives	Current
Minutes, transfer to Archives after 2 years in agency; destroy all other materials after 5 years in agency.						
Schedule #: 2030 8:Board of Emergency Medical Services - General File						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Varied documents and correspondence relating to actions of the board; such as list of members, meeting agendas, correspondence from board to other governmental agencies.</p> <p>These records would be considered general in nature, not archival in nature or adding to the formulation of policy decisions.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/20/2016	Years 5	No Retention 0	Destroy	Current

Schedule #: 2030 9:EMS Investigations

<p>Complaints by citizens on EMS personnel and/or services for subsequent convictions or further complaints. SBI records, police reports, interviews, affidavits and related correspondence. The State Bureau of Investigation is the central repository of criminal history record information for the State of Maine. The Bureau provides information to agents and persons authorized by law to receive such information. SBI gathers data and provides statistics on crime in Maine, and maintains all State Police criminal and civil investigative reports.</p> <p>Keep in Agency 2 years after case closes.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/20/2016	Years 2	Years 18	Destroy	Current
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633#:Gambling Control Unit

Schedule #: 4 12:Gambling Unit Documents

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Applications for licenses within the Gambling Control Unit to include casino gaming, non-profit charitable gaming, fantasy sports and any other gambling entities or programs that are added after this record. Additional records to include, but are not limited to supporting documents, forms, reports related to gambling activities.	Digital File	2/14/2019	Years 10	No Retention	0 Destroy	Current

Paper records will be retained until scanned into digital format.

221#:Highway Safety

Schedule #: 1222 1#:PROJECT TRACKING DOCUMENTS FOR CRIMINAL JUSTICE & VIOLENCE PREVENTION GRANTS

The Department of Public Safety, receives Federal formula and block grant funds which are subgranted to state and local units of government and nonprofit nongovernmental agencies for a variety of purposes determined by the funding legislation (drug control, system improvement, violence prevention, prison construction, residential substance abuse treatment). Forms include: quarterly reports, awards, subgrant cash requests, subgrant progress reports. Keep in Records center 5 years after single audit.	Paper	4/9/1997	Years 0	Years 5	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1885 3#:Documents for Highway Safety Programs

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Bureau receives Federal grant funds which are sub-granted to state and local units of government and non-profit non-governmental agencies for a variety of behavioral highway safety programs determined by the funding legislation (programs include impaired driving, occupant protection, pedestrian and bicycle safety speeding, etc). Paperwork includes grant applications, awards, cash request reimbursements, and progress reports.	paper	5/21/2012	Years 4	No Retention 0	Destroy	Current
Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).						

228#:Maine Criminal Justice Academy

Schedule #: 860 1#:Training Records (MCJA)

Contains basic and inservice training records of all officers attending courses along with scores and curriculum.	Paper	12/18/2000	Years 10	No Retention 0	Destroy	Current
Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).						

Schedule #: 860 2#:Correspondence (MCJA)

Contains all correspondence relating to bureau's management of training programs.	Paper	5/22/1990	Years 15	No Retention 0	Destroy	Current
Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).						

Schedule #: 860 3#:Justice Assistance Grant Records (MCJA)

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16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Contains all records of grant applications and administration of grants. The grants are for various training programs offered by the academy.	Paper	5/22/1990	Years 10	Years 50	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

230#:Maine Drug Enforcement Agency

Schedule #: 1307 11:Minutes of the Maine Drug Enforcement Agent Advisory Board

Minutes of the Maine Drug Enforcement Agency Advisory Board.	Paper	3/8/2000	Years 10	Years 0	Archives	Current
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Schedule #: 1331 1#:Byrne Grant

The Byrne Grant is the Federal seed money by which the Maine Drug Enforcement Agency operates along with some Maine matching funds. The purpose of the program is to demonstrate the effectiveness of co ordinated, multi-jurisdictional investigations, involving federal, state and local law enforcement agencies against drug and drug related crime. The MDEA is the State cornerstone strategy to drug enforcement activities.	Paper	2/2/2000	Years 7	Years 0	Archives	Current
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Schedule #: 1331 2#:Asset Forfeiture Files

If assets are obtained through or used to facilitate drug dealing they are subject to forfeiture. Files include: copies of indictment, routing slips, work orders, final order of forfeiture, accounting of final dispersion, equity sharing and related documentation.	Paper	2/2/2000	Years 3	Years 17	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1331 3#:Confidential Informant File</p> <p>Personal information about individuals who assist the Maine Drug Enforcement Agency is a confidential manner. Files include: photos, fingerprints, criminal history, debriefing report, any payments made to informant. Keep in Agency until death of informant.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	2/2/2000	Contingent Upon Event - See Description	0 Years	0 Destroy	Current
<p>Schedule #: 1332 4#:Equipment Inventory Control of Issued State Property</p> <p>This is a log book of equipment issued to agents,i.e. vests, radios, recorders and any other issued equipment. Keep in agency 3 years after officer leaves service.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	2/2/2000	Years	3 Years	0 Destroy	Current
<p>Schedule #: 1332 5#:Directors Files (Maine Drug Enforcement Agency)</p> <p>Directives, staff agenda, staff minutes, communications to Commissioner, and related correspondence to the director of the Maine Drug Enforcement Agency. Files remain in Agency until Director leaves Agency.</p>	Paper	2/2/2000	Contingent Upon Event - See Description	0 Years	1 Archives	Current
<p>Schedule #: 1332 6#:Personnel Records of Non-employed Personnel</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Maine Drug Enforcement Agency have people who may work for them but come outside the Agency; for example; Sheriff's personnel, police, National Guard, etc. Keep in agency until service finished plus 1 year and then send to unit or agency that actually is the employer, for inclusion in the individual's regular personnel file.	Paper	2/2/2000	Contingent Upon Event - See Description	1	Years 0	Destroy Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1333 10#:Intelligence Reports

Intelligence reports are of suspected drug dealing reported to the police. Files include police reports of suspected activity.	Paper	2/2/2000	Years	5	Years 0	Destroy Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1333 7#:Criminal Investigation Reports

Department Series Report

16: Public Safety

Description	Media	Last Updated		In Agency Retention		Rec Center Retention	Disposition	Status
<p>These are investigation reports on suspected criminal activity including drug dealing. Criminal investigation report.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p> <p>Mixed media includes paper, digital records and physical media.</p> <p>Paper records are kept in the agency for 3 years and then sent to the Records Center. They will be kept until scanned and verified by Records Management then destroyed. Full Records Center retention time of 17 years will be applied to digital records stored in OnBase at the State Records Center.</p>	Mixed	11/5/2021	Years	3		Years 17	Destroy	Current
<p>These are investigation reports on suspected criminal activity including drug dealing. Criminal investigation report.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Digital File	12/18/2023	Years	20	No Retention	0	Destroy	Current
<p>Schedule #: 1333 8#:Notice of Claim</p> <p>An attorney may file a claim against the agency alleging misconduct or wanting some forfeiture of evidence. Files include Investigative Report, Notice of Claim and related correspondence.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	2/2/2000	Years	3	Years	17	Destroy	Current
<p>Schedule #: 1333 9#:Evidence Tracking Files</p>								

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files account for all evidence relating to drug and criminal arrests. The evidence may be seized as forfeiture as well. The forfeited evidence must be traced as to where it is going and where it goes. Ultimately agents must sign for all evidence gathered. Sometimes evidence is given back to the defendant, this also must be tracked. The continuity of evidence form establishes the tracking system. Files include: Continuity of Evidence Form and final disposition orders and any related correspondence.	Paper	2/2/2000	Years 3	Years 17	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

227#:ME Criminal Justice Academy Trustees Bd.

Schedule #: 861 1#:Minutes of Meetings (MCJA Board of Trustees)

The responsibilities of the Board: certify and set standards for certification of the graduates of the Academy. The minutes contain all records of the Board of Trustees.	Paper	5/22/1990	Years 30	No Retention	0	Archives	Current
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Schedule #: 861 2#:Correspondence (MCJA Board of Trustees)

General correspondence to include: memoranda; letters of thank you; offers of help; requests; answers to general correspondence. May also include letters on training; requests for extentions.	Paper	5/22/1990	Years 10	No Retention	0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

224#:State Fire Marshal

Schedule #: 38 1#:Blue Prints and Specifications

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Conceptual drawings; preliminary plans, progress prints, and construction prints and specifications for buildings constructed in the State. Plans and specifications have been reviewed, corrections made and approval or permits issued. In-agency retention is 6 months.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	8/12/2003	Years 1	Years 0	Destroy	Current
<p>Conceptual drawings; preliminary plans, progress prints, and construction prints and specifications for buildings constructed in the State. Plans and specifications have been reviewed, corrections made and approval or permits issued. In-agency retention is 6 months.</p>	Hard Disk	8/12/2003	Destroy When Updated	No Retention 0	Destroy	Current
<p>Schedule #: 122 2#:Fire Inspection Reports</p> <p>Reports of fire inspections on mercantile or various types of occupancies; correspondence relating thereto. Subject to Federal audit.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	6/11/1975	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 122 3A:Fire Investigation Files</p> <p>Reports on fire investigations accompanied by witness statements, photographs, and related correspondence.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	3/12/2013	Years 3	Years 17	Destroy	Current

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 122 3B:Fire Investigation Files - Fatal</p> <p>Reports on fire investigations accompanied by witness statements, photographs, and related correspondence.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	3/12/2013	Years 3	Years 75	Destroy	Current
<p>Schedule #: 122 4#:Correspondence - Plans</p> <p>Relates to plan review functions prior to issuance of Construction Permit. Corrects violations during design stage.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	6/11/1975	Years 6	No Retention 0	Destroy	Current
<p>Schedule #: 122 5#:Daily Activity Reports</p> <p>Detail hours worked and daily activity of inspector.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	6/11/1975	Years 3	Years 3	Destroy	Current
<p>Schedule #: 122 6#:Licenses</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Duplicates of licenses, applications, correspondence and associated documents regarding amusement and entertainment licensing; also licensing of lightning rod manufacturers and agents. Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).	Paper	6/11/1975	Years 3	No Retention 0	Destroy	Current
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Schedule #: 122 7#:Subject Correspondence File						
Incoming and outgoing correspondence relating to request for information or bulletins, letters of acknowledgement, letters of complaints and old statistics summarized in annual report. Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).	Paper	6/11/1975	Years 2	No Retention 0	Destroy	Current
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Schedule #: 122 8#:Permits						
Permits, inspection reports on storage and transportation of flammable liquid, explosives and fireworks. Correspondence relating thereto. Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).	Paper	6/11/1975	Years 3	No Retention 0	Destroy	Current
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Schedule #: 1591 11#:Sprinkler System Responsible Managing Supervisor Licenses						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing managers of sprinkler systems. Files include: license application form, supporting documentation (such as engineering credentials), and license. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators and inspectors, and lawyers, on an ongoing basis.	Paper	11/24/2003	Years 2	Years 17	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1591 11HD#:Sprinkler System Responsible Managing Supervisor Licenses

The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing managers of sprinkler systems. Files includes: license application form, supporting documentation (such as engineering credentials), and license. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators, inspectors, and lawyers, on an ongoing basis.	Hard Disk	11/24/2003	Destroy When Updated	0	0	Destroy	Current
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Schedule #: 1591 12#:Sprinkler System Permits and Related Plans

The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing the industry, and issuing permits for installation of systems. Files include: permits application forms, blueprints when required, hydraulic calculations when required, and permit. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators, inspectors, and lawyers, on an ongoing basis.	Paper	11/24/2003	Years 2	Years 17	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1591 12HD#:Sprinkler System Permits and Related Plans

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing the industry, and issuing permits for installation of systems. Files Include: permit application forms, blueprints when required, hydraulic calculations when required, and permit. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators, inspectors, and lawyers, on an ongoing basis.	Hard Disk	11/24/2003	Destroy When Updated	0	0	Destroy Current

222#:State Police

Schedule #: 2 1#:Inspection Station Folder & Card File

Station license folder and card file. Retention begins when license is terminated.	Paper	4/3/1974	Years	2	No Retention	0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 2 4#:School Bus Inspection Data Sheet

School bus inspection data sheet - retain 18 months.	Paper	4/3/1974	Years	2	No Retention	0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 39 15#:Accident Investigation Reports

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Form Report of Accident Investigation. Retain in agency current year, then transfer to DOT after microfilming.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/2/1974	Years 1	No Retention 0	Destroy	Current
Form Report of Accident Investigation, microfilm.	Roll Microfilm	10/2/1974	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 174 20#:Federal Grant Request</p> <p>Material related to Federal grants received from Maine Criminal Justice Planning & Assistance Agency and from National Highway Traffic Administration. Retention period begins when inactive.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>						
<p>Schedule #: 174 21#:In-Service and Recruit Training Folders</p> <p>Recruit and in-service training folders (past) individuals.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	4/6/1976	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 174 22#:Training Curriculum</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Past training schedules and curriculum with related material.	Paper	4/6/1976	Years 10	Years 15	Archives	Current

Schedule #: 199 18#:Laboratory Case File

Laboratory Case Files which include requests for lab examinations, latent prints, photo prints and related material.	Paper	5/21/2012	Years 4	Years 71	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 234 23#:Chronological Log Books of Radio and Telephone Communications

Chronological typewritten log books of radio and telephone communications traffic handled by various State Police barracks.	Paper	2/14/1977	Years 2	No Retention 0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 318 25#:Official PUC (Non-Current) Intrastate Motor Carrier Dockets

Dockets contain legal and non-legal documents such as application forms, decrees, permits, certificates, process agent form, and equipment identification lists.	Paper	10/8/1981	Years 4	No Retention 0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 318 26#:Official PUC (Non-Current) Interstate Motor Carrier Dockets

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Dockets contain legal and non-legal documents such as application and renewal applications, permits, process agent forms, and equipment identification lists.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/8/1981	Years 4	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 318 27#:Railroad Accident Reports</p>						
<p>Monthly Report of Railroad Accidents officially filed with PUC by all railroads operating in Maine.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/8/1981	Years 0	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 318 28#:Official PUC Railroad Docket Book - Volume 13</p>						
<p>Contains official PUC record of all documented railroad proceedings such as petitions in reference to grade crossing protection, rate cases and discontinuance of agency stations.</p>	Paper	10/8/1981	Years 0	No Retention 0	Archives	Current
<hr/> <p>Schedule #: 318 29#:Official PUC Motor Carrier Journals</p>						
<p>A handwritten summary for each motor carrier, listing in chronological sequence all transactions between the carrier and the Commission relevant to original application, hearings, decrees, authority granted and subsequent amendments, renewal applications, etc.</p>	Paper	10/8/1981	Years 0	No Retention 0	Archives	Current
<hr/> <p>Schedule #: 318 30#:PUC Motor Carrier Insurance Correspondence</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Files contain routine motor carrier insurance correspondence, insurance telephone verifications, cancellation letters, and division form letters concerning application and insurance defects.	Paper	10/8/1981	Years 2	No Retention 0	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 318 31#:PUC Motor Carrier Telegraphic Authorities

Series contains agency copy of motor carrier telegraphic authorities.	Paper	10/8/1981	Years 2	No Retention 0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 318 32#:Official Tariffs - Railroads, Motor Carriers

Officially filed scheduled (tariffs) of rates, charges, rules and regulations of railroads, motor carriers of property and express companies, filed by individual carriers or by carrier agents. Program being phased out 1/1/82.	Paper	10/8/1981	Years 0	Years 7	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 318 33#:Official Annual Reports-Railroads-Motor Carriers of Property

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Financial reports filed by rail, motor carriers of property and express companies for PUC use and available to general public. Program being phased out 1/1/82.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/8/1981	Years 0	Years 7	Destroy	Current
<hr/> <p>Schedule #: 318 34#:Official PUC (Non-Current) Motor Carrier Rate Case Files</p>						
<p>Files contain legal and non-legal documents such as decrees, evidence, carrier data and exhibits in reference to intrastate motor carrier rate cases. Program being phased out 1/1/82.</p>	Paper	10/8/1981	Years 0	Years 7	Archives	Current
<hr/> <p>Schedule #: 318 35#:Powers of Attorney</p>						
<p>Powers of attorney issued by carriers authorizing publication of tariffs by appointed agents. Program being phased out 1/1/82.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/8/1981	Years 0	Years 7	Destroy	Current
<hr/> <p>Schedule #: 318 36#:Official Tariffs - Motor Carriers of Passengers</p>						
<p>Officially filed schedules (tariffs) of motor carriers of passengers filed by individual carriers or by carrier agents.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/8/1981	Years 7	No Retention 0	Destroy	Current

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 318 37#:Official Annual Reports - Motor Carriers of Passengers</p> <p>Financial reports officially filed by motor carriers of passengers for PUC use and available to general public.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	10/8/1981	Years 7	No Retention 0	Destroy	Current
<p>Schedule #: 321 39#:Official PUC (Non-Current) Common Bus Dockets</p> <p>Dockets contain legal and non-legal documents such as application forms, decrees, licenses, equipment identification lists and relevant correspondence.</p>	Paper	12/24/1981	Years 0	No Retention 0	Archives	Current
<p>Schedule #: 321 40#:Official PUC Court Cases and Briefs (Motor Carriers)</p> <p>Bound folders on PUC motor carrier court cases containing hearings, testimony, briefs, exhibits, and court decisions.</p>	Paper	12/24/1981	Years 0	No Retention 0	Archives	Current
<p>Schedule #: 510 42#:Non-Resident Concealed Firearms Permit Applications</p> <p>Application; waiver forms; copy of permit; miscellaneous letters and notes; requests--criminal history in state and out of state; motor vehicle history; military status; mental health; police departments; alien status.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	7/16/1986	Years 3	No Retention 0	Destroy	Current
<p>Schedule #: 533 43#:Professional Investigator ("PI") Administrative Licensing Files/Records</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>The records included in such files may include, as examples only, the following: PI license application and supporting materials; PI photo identification card and photo; copy of PI license; surety bond form; surety bond approval letter; copies of bank checks; copy of birth certificate; copy of military discharge forms; copy of educational diplomas and transcripts; written examination results and scores; CHRI forms and other background check related documentation; law enforcement investigative reports; administrative complaint investigation-related documentation; correspondence.</p> <p>Retain PI files and documents therein until a given licensee’s most recently issued license expires and that licensee fails to renew the license; then destroy after six (6) months have passed since the date by when a renewal application had to have been filed by that licensee.</p> <p>If an application for licensure or re-licensure is denied, and the applicant does not appeal the denial decision to the Maine Courts within the applicable statutory appeal period, then retain PI files and documents therein until six (6) months have passed since the applicable statutory appeal period concluded.</p> <p>If an application for licensure or re-licensure is denied and the applicant appeals that denial decision to the Maine Courts, then retain the subject PI file and documents therein until the matter has been adjudicated. If the decision to deny licensure or re-licensure is upheld on appeal, then destroy the subject PI file and records therein after six (6) months have passed since that Court determination is made. If the decision to deny licensure or re-licensure is overturned on appeal, then retain the subject PI file and records therein during the term of the license and all subsequent re-licensures. Once the subject licensee’s most recently issued license expires and he or she fails to renew the license within the statutorily required time period, then destroy the file and records therein after six (6) months have passed since the date by when a renewal application had to have been filed by that licensee.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	9/27/2018	Variable - See Description	No Retention	0	Destroy	Current

Schedule #: 536 44#:Contract Security Company ("CSC") Administrative Licensing Files/Records

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>The records included in such files may include, as examples only, the following: CSC license application and supporting materials, including lists of security guards employed by the CSC and forms related to those employees; copy of CSC license; surety bond form; surety bond approval letter; copies of bank checks; copy of birth certificate; copy of military discharge forms; copy of educational diplomas and transcripts; CHRI forms and other background check-related documentation; law enforcement investigative reports; administrative complaint investigation-related documentation; correspondence.</p> <p>Retain CSC files and documents therein until a given licensee’s most recently issued license expires and that licensee fails to renew the license; then destroy after six (6) months have passed since the date by when a renewal application had to have been filed by that licensee.</p> <p>If an application for licensure or re-licensure is denied, and the applicant does not appeal the denial decision to the Maine Courts within the applicable statutory appeal period, then retain CSC files and documents therein until six (6) months have passed since the applicable statutory appeal period concluded.</p> <p>If an application for licensure or re-licensure is denied and the applicant appeals that denial decision to the Maine Courts, then retain the subject CSC file and documents therein until the matter has been adjudicated. If the decision to deny licensure or re-licensure is upheld on appeal, then destroy the subject CSC file and records therein after six (6) months have passed since that Court determination is made. If the decision to deny licensure or re-licensure is overturned on appeal, then retain the subject CSC file and records therein during the term of the license and all subsequent re-licensures. Once the subject licensee’s most recently issued license expires and he or she fails to renew the license within the statutorily required time period, then destroy the file and records therein after six (6) months have passed since the date by when a renewal application had to have been filed by that licensee.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	9/27/2018	Variable - See Description	No Retention	0	Destroy	Current

Schedule #: 621 45#:Motor Carrier Compliance Report

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Written reports of field examinations for registered motor carriers in compliance with Federal Rules, Regulations, and guidelines applicable to the Commercial Vehicle Enforcement Unit of the Maine State Police.	Paper	5/27/1987	Years 4	No Retention 0	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 627 46#:Seized Property Records

Inventory lists of property seized; court records disposing of same; disposition/enactment of court decision re: seized property; receipts/documents substantiating implementation of court decision.	Paper	7/23/1987	Years 10	Years 20	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 631 47#:State Police Communications Teletypes

State Police Communications Teletypes consisting of Teletype Files 1 through 26: Stolen vehicles; auto and license information; auto accidents; hit and run accidents; wanted persons/escapees; missing persons. Note: UC=until cancelled; CM=current month; CY=current year. Stolen vehicles UC; auto & license info, no retention; auto accidents UC; hit and run accidents UC; wanted persons/escapees UC; missing persons UC; burglary, BE&L UC or CY plus one year; robbery, holdups CY plus one year; property lost/missing UC or CY plus one year; property stolen/larceny, UC or CY plus one year; assault CY plus one year; homicide CY plus one year; police information CY plus one year; administrative messages CM plus 3 months; criminal record checks, until reply received; lost/stolen plates CY plus one year; blanket cancellations CM plus three months; new laws and changes, CM plus 3 months; attempt to locate/miscellaneous, CM plus 3 months; road and weather reports, current day plus two days.	Paper	8/19/1987	Variable - See Description	0	No Retention	0	Destroy	Current
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Schedule #: 655 49#:Arson Reports

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Maine State Police continuation form - State Fire Marshal's Office reports.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	12/2/1987	Years 20	No Retention	0 Destroy	Current
<hr/> <p>Schedule #: 720 51#:Homicide Investigative Case Files</p>						
<p>Complaint report, investigative reports, witness interviews. Destroy paper after microfilm and verifying.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	1/24/1989	Retention of Less than 1 Year - See Description	0	No Retention 0 Destroy	Current
<hr/> <p>Complaint report, investigative reports, witness interviews.</p>						
	Roll Microfilm	1/24/1989	Years 50	No Retention	0 Destroy	Current
<hr/> <p>Schedule #: 755 53#:Monthly UCR Computer Printouts</p>						
<p>Computer printout of monthly agency UCR report data. Shows monthly crime activities along with year to date, and previous year to date comparisons. Destroy after filmed and verified.</p>	Film	1/5/1995	Years 50	No Retention	0 Destroy	Current
<hr/> <p>Computer printout of monthly agency UCR report data. Shows monthly crime activities along with year to date, and previous year to date comparisons. Destroy after filmed and verified.</p>						
	Computer Printout	1/5/1995	Years 2	No Retention	0 Destroy	Current
<hr/> <p>Schedule #: 755 54#:Monthly UCR Computer Edits</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Final edit for errors of monthly UCR data (counts of index crimes, property stolen, recovered, arrests, etc) by contributing agencies. Destroy after December data is verified as correct.	Computer Printout	5/31/1989	Retention of Less than 1 Year - See Description	0 No Retention	0 Destroy	Current	
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Schedule #: 755 55#:Inter-Agency Activity Files (UCR)							
Research projects i.e. 5 year community profiles, analysis of larcenies, theft of antiques, etc.; late notices, population information, correspondence to and from contributing agencies.	Paper	5/31/1989	Years	50	No Retention	0 Destroy	Current
<p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>							
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Schedule #: 755 56#:Annual "Crime in Maine" Publications							
Yearly publication generated by the UCR office describing the nature and extent of crime in the state in comparison to previous year. Provides county and individual dept. crime profiles on issues such as crime rates, clear rates, arrests and staffing levels.	Paper	5/31/1989	Years	2	No Retention	0 Archives	Current
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Schedule #: 878 57#:State Police Officer Records Applicant - Non Hires							
Applications of people not hired for State Police positions.	Paper	10/22/1990	Years	20	No Retention	0 Destroy	Current
<p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>							
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Applications of people not hired for State Police positions. Keep backup roll microfilm in Record Center.	Roll Microfilm	10/10/2001	Years	20	Years	20 Destroy	Current
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Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 975 58#:Resident Concealed Weapons Permits</p> <p>State Police Administrative Licensing Division issues weapons permits to residents of Maine after a background investigation. Files contain: copy of permit, photograph, application, release forms authorizing record checks of AMHI and BMHI, background information and related correspondence.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	2/6/1992 Years	4	No Retention	0 Destroy	Current
<p>State Police Administrative Licensing Division issues weapons permits to residents of Maine after a background investigation. Files contain: copy of permit, photograph, application, release forms authorizing record checks of AMHI and BMHI, background information and related correspondence.</p>	Hard Disk	2/6/1992 Years	5	No Retention	0 Destroy	Current
<p>Schedule #: 1053 59#:Maine State Police General Orders</p> <p>The agency promulgates and maintains these records to establish written policies - some statutorily-mandated and others elective - applicable to at least Maine State Police sworn personnel, but, in some instances, to all Maine State Police personnel. The records are used or referenced by at least sworn Maine State Police personnel, but, in some instances, by all Maine State Police personnel. The content of each record corresponds to the subject matter of the record. Once finalized and signed, the records are effective until they are either rescinded, amended, or revised, unless otherwise provided by a General Order or law.</p> <p>One copy of each finalized and signed mandatory and elective policy will be retained permanently in the Agency. All publicly-disclosable mandatory policies will be sent to the Maine State Archives. Mixed media consists of both paper and electronic file.</p>	Mixed	10/24/2019 Variable - See Description	0	No Retention	0 See Description	Current
<p>Schedule #: 1255 60#: DNA sample information cards.</p>						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>DNA samples and information cards are collected and stored from convicted felons in compliance with Maine Law 25 MRSA c.194. The records are used solely for the purposes of DNA identification in criminal investigations.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	3/17/1998	Years 25	Years 50	Destroy	Current
<hr/> <p>Schedule #: 1267 14#:Director's Correspondence</p> <p>Correspondence of the Director of the Maine State Police</p>						
	Paper	5/14/1998	Years 10	Years 0	Archives	Current
<hr/> <p>Schedule #: 1427 61:Evidence Receipts</p> <p>The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>						
	Paper	2/7/2002	Years 5	Years 0	Destroy	Current
<hr/> <p>The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year. Back up microfilm is kept in the Record Center for 45 years.</p>						
	Roll Microfilm	2/7/2002	Years 45	Years 0	Destroy	Current
<hr/> <p>The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year. Back up microfilm is kept in the Record Center for 45 years.</p>						
	Roll Microfilm	2/7/2002	Years 0	Years 45	Destroy	Current

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year.	Digital File	2/7/2002	Years 50	Years 0	Destroy	Current

Schedule #: 1725 62#:Laboratory Protocols – Standard Operating Procedures

In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have well defined and documented standard operating procedures or protocols. Each analytical section maintains a book of SOPs, which outline how evidence is processed, how evidence is handled and how instrumentation is maintained. SOPs are important to the laboratory to ensure that all evidence is processed consistently from one examiner to another. These are reviewed annually to ensure the SOPs are still accurate and to ensure that all individuals are in compliance with the SOPs. These documents are also submitted to defense attorneys and defense experts if requested and are used to determine if the SOP was followed properly and if the SOP was appropriate to the evidence being tested. These SOPs are widely used by the scientific staff. Additionally the quality manager and inspector / assessors will review the SOPs as part of the inspection process.	Paper	1/16/2009	Years 10	Years 40	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1725 63#: Laboratory Equipment Calibration Logs

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine State Police Crime Laboratory utilizes a number of pieces of equipment to analyze different types of evidence. Examples of these pieces of equipment include:</p> <ul style="list-style-type: none"> - Instrumentation to analyze and compare paints, fibers and other polymers - Instrumentation to analyze fire debris for the presence of ignitable liquid residues - Equipment to amplify and analyze DNA evidence - Equipment to test firearms functions <p>Checking the calibration of the equipment ensures that the instrument is functioning properly and consistently. Consistency is particularly important if samples from one case are analyzed at different times. Calibration records could be either hand written logs, instrumental printouts or data printouts. These logs are checked by the quality manager, used by all scientific staff and also are checked by external auditors / assessors as part of the inspections which the laboratory participates to maintain accreditation.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	1/16/2009	Years 10	Years 40	Destroy	Current

Schedule #: 1725 64#: Contamination Log for DNA

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have a contamination log which tracks all instances of identified contamination of DNA samples in forensic casework or the controls associated with the casework. Contamination could occur as a result of human error in evidence handling where one case is contaminated with another. Other areas of possible contamination include accidental contamination of reagents or supplies, contamination of supplies from the manufacturer, contamination at the crime scene, etc. This contamination log is maintained by the Forensic Biology Supervisor and consists of handwritten notes and other documentation to support the identification of the contamination as well as the corrective measures taken. This log is accessible to inspectors / assessors as part of the inspection process which is part of maintaining accreditation.	Paper	1/16/2009	Years 10	Years 40	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1725 65#: Maine State Police Crime Laboratory Quality Assurance Records

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have a well defined and documented quality system which ensures that the product of the laboratory (ie the forensic casework) is at the highest level of quality possible. The quality system is multi-faceted with each step being documented in a paper form. Examples of these documents include:</p> <ul style="list-style-type: none"> - Temperature logs - refrigerators, ovens, freezers, and other equipment which have controlled temperatures are checked on a regular basis to ensure that the temperatures are in compliance with the laboratory standards. - Cleaning logs – Laboratory spaces, instrumentation and glassware are cleaned on a regular basis and documented. - Testimony Review forms – Each testifying examiner must be monitored at least once a year to ensure that the testimony is professionally conducted and technically accurate. - Corrective Action forms – Whenever there is a lapse in the quality system or protocols are not properly followed, a Corrective Action Form is issued which documents the issue, the effects, and the course of action. - Inspection documents – inspections are periodically conducted to ensure that the quality system is being properly followed; the safety features of the laboratory, which include fire extinguishers, safety showers, eyewashes, etc. are functioning properly; and the security system is functioning properly. <p>These quality documents are maintained by each section of the laboratory as well as by the quality manager. While a variety of these documents exist, ultimately they are all functions of the quality system and are the responsibility of the quality manager. Additionally, these documents are provided to external auditors / assessors as part of the inspections which the laboratory participates to maintain accreditation.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	1/16/2009	Years 10	No Retention	0 Destroy	Current

Schedule #: 1725 66#: Validation Documents for Forensic Examination of Physical Evidence

Department Series Report

16: Public Safety

Description	Media	Last Updated	Years	In Agency Retention	10	Rec Center Retention	0	Disposition	Status
<p>The Maine State Police Crime Laboratory conducts scientific analyses on physical evidence. These analyses are reported and often times testified to in a court of law. Based on the rules of evidence, scientific evidence must be proven valid and reliable. To do so, the laboratory conducts validation studies on all new techniques and instrumentation, before being used in casework. Additionally, validation studies are conducted if changes are being made to established methods and instrumentation. These studies are also a requirement of maintaining accreditation by the ASCLD-LAB (American Society for Crime Laboratory Directors – Laboratory Accreditation Board) and DAB (DNA Accreditation Board). A validation study may include research, series of tests of the method or instrument being tested, handwritten notes and a written summary of results. These validation studies are the basis of the laboratory protocols and are widely used by the section supervisor and the quality manager. These studies are also subjected to auditing by inspectors / assessors as part of the accreditation process.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	1/16/2009	Years	10		No Retention	0	Destroy	Current

Schedule #: 1725 67#: Maine State Police Crime Laboratory Quality Assurance Manuals

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have a well defined quality system which includes a series of quality manuals. These manuals include:</p> <ul style="list-style-type: none"> - Quality Assurance Manual, which documents the quality system, how the system is enforced, how problems are rectified, what quality assurance measures are in place, etc. - Administrative Procedures Manual, which outlines the administrative tasks such as ordering supplies, archiving records, mailing, as well as our laboratory mission, vision and values. - Safety Manual, which outlines the laboratory safety procedures and includes sections on exposure control, chemical hygiene, hazard communication, emergency procedures, etc. - Training Manual, which includes the laboratory-wide plan for training and development of future and current employees. - Evidence Control Manual, which includes the laboratory policies on evidence handling and storage and also includes Evidence Receiving policies such as hours of operation and evidence requests. - Section Training Manuals, which includes the discipline-specific training, readings, practical exercises which an examiner must complete before perform casework analyses. <p>These quality manuals are maintained by the laboratory quality manager. The section training manuals are maintained by the individual sections. These documents are provided to external auditors / assessors as part of the inspections which the laboratory participates to maintain accreditation.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	1/16/2009	Years 10	No Retention	0 Destroy	Current

Schedule #: 1725 68#: Proficiency test records for Forensic Accreditation

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is that each examiner must take and pass proficiency tests annually or bi-annually depending on the scientific disciplines. These proficiency tests are typically purchased through an approved provider and are administered like casework samples. The results are then reported back to the provider who issues results. These tests produce case files similar to that of casework and will include handwritten notes, instrumental data, etc. If an examiner does not successfully complete a proficiency test, the examiner may be removed from forensic casework until the issue is resolved. These tests records are used by the quality manager for test tracking, the section supervisor and the inspectors / assessors as part of the inspection process.	Paper	1/16/2009	Years 10	No Retention 0	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1763 69#:Maine State Police Crime Laboratory Visitor Logs

In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of maintaining accreditation is having controlled and limited access to the laboratory facilities. In an effort to control the access, all persons gaining access to the non-public portions of the laboratory are required to sign into a Visitor Log. A Visitor Log is maintained at the front reception area and the evidence receiving area. These logs should be maintained through a complete accreditation cycle, which is 5 years.	Paper	3/3/2010	Years 5	0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1768 70#: Kit Tracking Forms</p> <p>The Maine State Police Crime Laboratory maintains tracking forms for sex crimes evidence collection kits. Each sex crimes evidence collection kit is designated with a unique tracking number. This tracking number is used to track the kit from the manufacturer, to the hospital and through the laboratory. The laboratory uses these tracking forms to document the kits progress through the laboratory, beginning at evidence receiving and ending upon completion of the kit. These tracking forms are used to track kit statistics such as kits collected on minors, kits collected on males versus females, kits collected by Sexual Assault Forensic Examiners and also some testing results. Once a kit tracking form is complete, the form is then transcribed into an electronic document.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Paper	4/21/2010	Years 1	0	Destroy	Current

Schedule #: 1769 71#:CODIS Match Reports

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine State Police Crime Laboratory participates in the Federal Bureau of Investigation's CODIS database (Convicted Offender DNA Indexing System). This database allows the laboratory to enter unknown forensic DNA profiles in addition to convicted offender DNA profiles. CODIS can connect the DNA profiles of a convicted offender to a forensic unknown or connect two forensic unknown profiles. We are required by the FBI to keep records of true matches or "hits" we obtain through the FBI's DNA database (CODIS). These records support the Maine State Police Crime Lab's DNA Analysis reports about matches between Maine Convicted Offenders and Casework DNA profiles. These records document when a match was obtained and to whom the match was made (i.e. the convicted offender's identification) in addition to the analytical data confirming the DNA match. These records typically consist of a case file review form; national match detail report; CORIS database information sheet; copy of the convicted offender information card; DNA extraction, quantitation, and amplification worksheets and reports; QA / QC data; sample analysis data and DNA Profile Summary sheets.</p>	Record Copy	4/22/2010	Years 10	Years 40	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1843 72#:Maine State Police Vehicle-Mounted Camera Video Recordings

<p>The records have been and are primarily created to record traffic stops and other incidents to which Maine State Police Officers respond. The records are primarily used as evidence or a source of information in civil and criminal proceedings. The type of information that is found on these types of records varies greatly, but very often includes or itself constitutes intelligence and investigative information, the public dissemination of which is restricted under Maine law. Please reference 16 MSRA 611(8), 614.</p>	Record Copy	4/30/2012	Retain Until Inactive 6	No Retention	0	Destroy	Current
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Records are retained until they no longer have evidentiary value with respect to an open or pending investigation or a pending criminal or civil legal proceeding or at least six (6) years - whichever period is longer.

Schedule #: 1881 73#:Maine State Police Fleet Safety Board investigation-related records

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
The subject records are records (e.g., documents, photographs, video-/audio-recordings, etc.) created and compiled by the agency in the process of investigating motor vehicle accidents involving Maine State Police employees who operate State-owned/leased motor vehicles.	Record Copy	4/30/2012	Years 6	No Retention 0	Destroy	Current	
<p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>							
Schedule #: 1882	74#:Maine State Police, Maine Information and Analysis Center (MIAC)						
MIAC-originating/-entered/-controlled criminal intelligence information/records/records files (hereinafter "criminal intelligence data") in an interjurisdictional intelligence system (IIS) in which the MIAC participates, that have been inactive for five (5) years. The subject criminal intelligence data are entered by the agency into an IIS once the agency has determined, after analysis of the data, that there is reasonable cause to believe that the matter to which the data relate involves criminal activity on the part of a person or organization.	Record Copy	4/30/2012	Years 5	No Retention 0	Destroy	Current	
<p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>							
Schedule #: 1883	75#:Maine State Police Computer Crimes Unit digital copies of electronic storage devices						
Digital copies of electronic data storage devices (including, but not limited to, computer hard drives) searched by the unit during a criminal investigation and that are determined by the unit to contain neither contraband nor any other evidence of criminal activity. The subject records are digital duplicate copies of electronic storage devices that are searched by the MSP.CCU for contraband and/or for evidence of criminal activity that might exist on the original storage devices.	Digital File	4/30/2012	Retain Until Inactive	0	No Retention 0	Destroy	Current
Schedule #: 1883	83:Maine State Police Computer Crimes Unit Laboratory Case Files						

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Computer Crime Unit Laboratory Case Files which include requests for lab examinations, evidence and chain of custody documents, case related search warrants, reports and notes generated during and from digital forensic examinations and related material.	Paper	10/11/2022	Years 6	Years 40	Destroy	Current

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period, See 16 M.R.S. § 456-A(4).

Schedule #: 1891 76A:Pre-employment Polygraph Examination Records - Persons Applying with Other Criminal Justice Agencies

Pre-employment polygraph examination-related records (including, but not limited to, reports, graphs, video and audio recordings) of persons applying for employment with other criminal justice agencies, when such examinations are conducted by the Maine State Police for those other agencies. The agency creates such records in the course of conducting pre-employment polygraph examinations on persons applying for employment with other criminal justice agencies. Records are used by such other criminal justice agencies to evaluate applicants for employment with the agencies. Records often contain extremely personal information about such applicants.	Mixed	12/16/2013	Years 4	No Retention	0	Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1891 76B:Pre-employment Polygraph Examination Records - Persons Hired by the Maine State Police

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Pre-employment polygraph examination records of persons hired by the Maine State Police. Maine State Police pre-employment polygraph examination-related records (including, but not limited to, reports, graphs, video and audio recordings) of persons hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	12/16/2013	Years 4	No Retention 0	Destroy	Current

Schedule #: 1891 76C:Pre-employment Polygraph Examination Records - Applicants Not Hired by the Maine State Police

<p>Pre-employment polygraph examination records of applicants not hired by the Maine State Police. Maine State Police pre-employment polygraph examination-related records (including, but not limited to, reports, graphs, video and audio recordings) of applicants not hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	12/16/2013	Years 6	No Retention 0	Destroy	Current
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Schedule #: 1892 77A:Pre-employment Psychological Evaluation/examination - Related Records of Persons Hired

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Pre-employment psychological evaluation/examination –related records of persons hired by the Maine State Police. Maine State Police pre-employment psychological evaluation/examination -related records (including, but not limited to, reports) of persons hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants. Destroy records once applicant has been hired.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	12/16/2013	Contingent Upon Event - See Description	0	No Retention	Destroy Current

Schedule #: 1892 77B:Pre-employment Psychological Evaluation/examination - Related Records of Persons Not Hired

<p>Pre-employment psychological evaluation/examination –related records of persons not hired by the Maine State Police. Maine State Police pre-employment psychological evaluation/examination -related records (including, but not limited to, reports) of applicants not hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	12/16/2013	Years	6	No Retention	0	Destroy Current
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Schedule #: 1893 78A:Personnel Complaint-Related Records

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Maine State Police Office of Professional Standards (Internal Affairs) personnel complaint-related records. Maine State Police Office of Professional Standards (formerly Internal Affairs) records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigations resulting in a post-investigation disposition of (1) information, (2) exoneration, (3) unfounded, or (4) not sustained, unless any given complaint presents Giglio-related issues. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	12/16/2013	Years 6	No Retention 0	Destroy	Current

Schedule #: 1893 78B:Personnel Complaint-Related Records - Giglio Aspect

<p>Maine State Police Office of Professional Standards (Internal Affairs) personnel complaint-related records. Maine State Police Office of Professional Standards (formerly Internal Affairs) -related records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigation that present Giglio-related issues, regardless of the post-investigation disposition of the complaints. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.</p>	Mixed	12/16/2013	Permanent or Indefinite	0	No Retention	0	Destroy	Current
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Schedule #: 1935 79A:State Bureau of Identification - Maintained Criminal History Record Information Generally

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records.</p> <p>The agency creates and/or compiles such records in the course maintaining and administering the State of Maine’s repository of criminal history record information.</p> <p>Records are used by the agency in the course of maintaining and administering the State of Maine’s repository of criminal history record information.</p> <p>Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records. Except as provided in any other SBI schedule, once a person whose criminal history record information is maintained by SBI, is either deceased or reaches 120 years of age – whichever event occurs sooner.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	7/8/2014	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current

Schedule #: 1935 79B:State Bureau of Identification - Maintained Public and Nonpublic Criminal History Record Information Stored in Non-digital or Non-electronic Format

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Maine State Police, State Bureau of Identification-maintained public and nonpublic criminal history record information stored in non- digital or non-electronic format. Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records.</p> <p>The agency creates and/or compiles such records in the course maintaining and administering the State of Maine’s repository of criminal history record information.</p> <p>Records are used by the agency in the course of maintaining and administering the State of Maine’s repository of criminal history record information.</p> <p>Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records. Keep in agency until records falling within the scope of the schedule have been converted or transcribed into digital or electronic format.</p> <p>Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department’s retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).</p>	Mixed	7/8/2014	Contingent Upon Event - See Description	0 No Retention	0 Destroy	Current

Schedule #: 1935 79C:State Bureau of Identification - Sex Offender Registry - Maintained Records

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Maine State Police, State Bureau of Identification, Sex Offender Registry (SOR) records pertaining to persons required to register with the SOR. Records can include, but are not be limited to, court records relating to the offense for which a registrant is required to register with the SOR; correspondence to and from registrants and third parties; photographs; registration-related documentation; public and nonpublic criminal history record information; administrative hearing-related records.	Mixed	10/4/2017	Variable - See Description	0	No Retention	0 Destroy	Current

For SOR registrants required to register for a set period of time (e.g. ten years), records must be maintained until at least that period of time has passed. For registrants required to register for the duration of their remaining lifetimes, the records must be maintained until such registrants' respective deaths.

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 1948 80#:Traffic Infraction Citations and Traffic Warning Cards

Copies of traffic infraction citations and traffic warning cards issued and maintained by the Maine State Police. The agency compiles, uses, and maintains such records in the course enforcing Maine's motor vehicle traffic laws. Information included in the records includes, e.g., personally identifying information of individuals (names, dates of birth, home address, etc.) and motor vehicle-related information (e.g., make, model, color, etc., of vehicles).	Mixed	1/6/2015	Years	3	No Retention	0 Destroy	Current
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Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Schedule #: 2118 81:Maine State Police Incident Investigation-Related Records

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Maine State Police records that constitute or include “intelligence and investigative record information” (see 16 M.R.S. § 803(7)), including, but not limited to, incident reports, investigation reports, attachments and documentation included in investigation-related files, photographs, and audio and video recordings. Such records may exist in various formats, including, but not limited to, digital and analogue formats. When records in analogue format are converted to digital format, then the analogue versions of the records may be destroyed so long as the digital copy is retained in accordance with this retention schedule and applicable law. See 16 M.R.S. § 456-A.</p> <p>Records will remain in agency until the matter to which the records relate is closed, plus 6 years. For the purpose of this schedule, a matter is “closed” when no further activity is reasonably expected to occur in the matter to which the records relate; as examples, a matter is “closed” when: (1) a law enforcement investigation is closed without criminal charges being brought; (2) a criminal prosecution has resulted in an acquittal; (3) all appeal periods for an individual convicted of a crime have expired.</p>	Mixed	9/27/2018	Years 6	Years 69	Destroy	Current

Schedule #: 2199 82:MIAC-Maintained Personal Information Request Forms

<p>The agency ascertains and uses the forms to verify the identity of individuals requesting information about themselves that is maintained by the Maine State Police-administered Maine Information & Analysis Center ("MIAC").</p> <p>The purpose of the form and the proposed schedule is to protect personal privacy. The form is needed so that MIAC-maintained personal information is not disclosed to parties representing themselves to be other persons.</p> <p>The forms are needed until each personal information request is processed and, if applicable, a copy of responsive information that is ascertained, and that by law is disclosable, has been released to the respective requestors.</p> <p>A log of such requests required by the MIAC Privacy Policy (March 2019) is not a type of record governed by this schedule.</p> <p>Copies of the forms in which personally-identifying information ("PII") has been redacted may be maintained for accounting purposes. To the extent such redacted records are maintained, the retention period for such is three (3) years.</p>	Mixed	6/1/2020	Variable - See Description	0	No Retention	0	Destroy	Current
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