

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
250#:						
Schedule #: 757 26#:Electoral College Material						
The Electoral College occurs when electors in each state meet to cast their respective “electoral votes” for President and Vice President. In other words, voters choose the electors, and the electors choose the President. The Electoral College was written into the United States Constitution in 1787 and was designed to balance the States’ and the people’s interests. The Electoral College was established before the emergence of national political parties.	Paper	4/22/2022	Years 8	No Retention 0	Archives	Current
Records in this series may include but are not limited to: Ballots of Electors; Certificates of Votes/Ascertainment; Certificate of Ascertainment of Electors; Elector information including Oaths and Biographies; Communications with Electors regarding Electoral College; Communications with National; Official Meeting/Ceremony materials of the Electoral College including Scripts with motions and orders; and Press Releases.						
Schedule #: 1279 69#:Commissioners Correspondence Secretary of State						
Correspondence from the Secretary of State	Paper	7/28/1998	Years 2	Years 0	Archives	Current
Schedule #: 1770 104#:Secretary of State Photographs of Activities						
A collection of photographs and negatives related to the Office of Secretary of State and related Bureaus, including Maine State Archives, the Bureau of Motor Vehicles, and the Bureau of Corporations, Elections and Commissions. These photographs document events such as: Employee Recognition Day, Secretary of State internal awards, Archives and Motor Vehicle displays at Legislative Awareness Day, new shelving in archives, Secretary of State school awards, and the new Motor Vehicle building. These photos/negatives help document important aspects of the events within the Office of the Secretary of State and subsequent Bureaus.	Still Photograph	4/22/2010	Years 3	No Retention 0	Destroy	Current
Schedule #: 2230 122:Small Business Advocate Records						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
The Maine Small Business Advocate serves as an independent voice for Maine small businesses within the state’s regulatory system, ensuring it functions fairly and effectively. The Advocate works directly with small businesses of 50 employees or fewer that have specific grievances with one or more regulatory agency’s enforcement actions. The Advocate’s top priority is to represent small businesses that face the challenging task of understanding and complying with Maine’s extensive and often complex regulatory requirements. Records may include correspondence, complaint information and regulatory impact notices. Retain general information requests for 1 year then destroy; retain records related to a filed complaint 6 years after final resolution, then destroy. Reports of the Regulatory Fairness Board (repealed) are archival, and are retained by the Law Library.	Mixed	1/25/2022	Variable - See Description	0	No Retention	See Description	Current	
Schedule #: 2237 124:Proclamations								
This series documents signed copies of proclamations, including delcarations of emergency. Proclamations are signed and sealed by the Secretary of State. The official record copy will be retained by the Governor's Office and sent to the Maine State Archives. The Secretary of State's Office will retain copies until it can be verified that the Archives has received all records for the gubernatorial term.	Paper	4/19/2022	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #: 2238 125:Pardons								
Actions taken by the Governor of Maine voiding a decision of Maine courts. Includes petition for clemency, information sheet from Governor's Board of Executive Clemency, Warrant of conditional pardon, related correspondence. The Secretary of State witnesses the governor's signature on Pardons and then they are signed and sealed by the Secretary of State. The official record copy will be retained by the Governor's Office and sent to the Maine State Archives. The Secretary of State's Office will retain an original until it can be verified that the Archives has received all records for the gubernatorial term.	Paper	4/19/2022	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #: 2319 127:Financial Orders								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records are considered closed once the Bureau of the Budget allocates the funds per approved Financial Order.	Paper	10/2/2025	Contingent Upon Event - See Description	0	No Retention	Archives	Current	
State agencies submit Financial Orders to the Bureau of the Budget which will then be presented to the Governor for approval and signature. Once the Bureau of the Budget completes the allocation the record will be given to the Secretary of State to be filed. Records will be transferred at the end of each biennial budget cycle.								
250P:Corporations Elections Commissions								
Schedule #: 135 2#:Election Reports								
Copy of Certification by Secretary of State concerning the number of votes for each candidate for a given election. Includes primaries, special elections and regular elections.	Paper	8/29/1975	Years	4	No Retention	0	Destroy	Current
Schedule #: 340 8#:Original Bills of Engrossed Laws Passed by Maine Legislature								
Original bills passed by the Maine Legislature. Public Laws, Private & Special Laws, Resolves and Resolutions. First and Second Regular Sessions; First, Second and Third Special Sessions. Keep in agency Biennium plus 6 months, or until issuance of MRSA pocket part, whichever is earlier. These are the original signed engrossed laws.	Paper	4/19/1991	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
Schedule #: 341 9#:Tabulation Books with Official Tabulation of Votes								
Official tabulation of votes for State Senators, Representatives to the Legislature, State and County Officers, President, U.S. Senate, Representative to Congress, Governor, Direct Initiative Questions, Referendum Questions and Constitutional Amendments for the years 1972 thru 1974. Tabulation for Enrolled and Registered Voters for the years 1970 thru 1982.	Paper	2/13/1985	Years	10	No Retention	0	Archives	Current
Schedule #: 676 11A#:Notary Public Applications								
These are paper applications that a new or renewing notary public must submit to the CEC office.	Paper	5/14/2024	Years	3	Years	5	Destroy	Current
Schedule #: 676 11B#:Notary Public Certificates of Qualifications/Oaths of Office								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
These are paper oaths of office (certificates of qualification) that new and renewing notaries public are required to take.	Paper	5/14/2024	Years 3	Years 5	Archives	Current	
Schedule #: 676 122:Notary Journals							
Records are considered closed upon the resignation of, revocation or suspension of, or death or incompetency of a notary public's commission.	Paper	5/13/2023	No Retention	0	Years 10	Destroy	Current
A notary journal (also referred to as a notarial register or record book) used to record each notarial act with the following information: date and time of day of the notarial act; the type of notarial act; the type, title or a description of the document or proceeding; the signature, printed name and address of each principal; the evidence of identity of each principal.							
The notary journal provides evidence, often years after the date of the act, that the notarization was performed in accordance with proper notarial procedures. Comprehensive legal protection is derived from keeping and maintaining a journal of notarial acts performed.							
	Digital File	5/13/2023	Years 10	No Retention	0	Destroy	Current
Schedule #: 752 13#:Misc. Election Records							
Misc. information concerning the information requesting ballots including printing orders, proofs, and any related correspondence.	Paper	7/30/1993	Years 2	No Retention	0	Destroy	Current
Schedule #: 754 19#:Administrative Procedure Act - State Rulemaking							
Record copies of adopted rules of all State Departments. Keep in agency until updated or made obsolete.	Paper	10/23/1998	Variable - See Description	Years 10	Archives	Current	
Schedule #: 757 24#:Codification of the Maine Constitution							

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Secretary of State upon request from the public will supply certified copies of codification. The official printed document of all amendments to the Constitution of Maine.	Paper	5/17/1989	Years 10	Years 10	Archives	Current
Schedule #: 757 25#:Certificates of Qualification/Oaths of Office						
These are the paper oaths of office (certificates of qualification) that all elected or appointed state officials are required to take. These include members of state boards and commissions, constitutional officers and members and officers of the Legislature, justices of the Supreme Court, judges of probate and other elected county officers.	Paper	10/19/2017	Years 8	No Retention 0	Archives	Current
Schedule #: 757 27#:Record Copy of an Official Commissioned Election						
An official document on file stating by the Governor and Secretary of State the elected officials of a state, county election within the State of Maine.	Paper	5/17/1989	Years 6	No Retention 0	Archives	Current
Schedule #: 757 28#:Election Tabulations						
The official results of all state, county and federal election results presented to the Governor for his signature.	Paper	5/17/1989	Years 10	No Retention 0	Archives	Current
Schedule #: 757 29A:Peoples Initiated Legislation (Official Copy)						
Official record of certification decision for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until time for challenges has past.	Paper	3/11/1999	Contingent Upon Event - See Description	No Retention 0	Archives	Current
Schedule #: 757 29B:Peoples Initiated Legislation - Approved (Circulated Copies)						
Circulated copies (petitions) for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until 6 months after any appeal process has passed and then destroy.	Paper	3/17/1995	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
Schedule #: 757 30#:Nomination Petitions						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The papers a candidate circulates collecting required signatures of registered voters. Retain in agency until the challenge deadline has passed, or challenge process has been completed.	Paper	4/19/1991	Contingent Upon Event - See Description	0	Years 2	Destroy Current
Schedule #: 757 31#:Legislative District Maps						
Narrative and maps describing district boundaries.	Paper	5/17/1989	Years	2	No Retention	0 Archives Current
Schedule #: 808 45#:Executive Employee Source of Income						
Disclosure of income by an appointed employee of the State of Maine.	Paper	3/31/1994	Years	1	Years 7	Destroy Current
Schedule #: 809 47#:Transitory Correspondence						
Incoming and outgoing letters about renewals, date stamped envelopes, and filing assistance notices. Keep in agency 6 months. (Note: With this amendment, series is extended to cover all transitory correspondence for Corporations and Uniform Commercial Code.)	Paper	11/16/1995	Months	6	No Retention	0 Destroy Current
Schedule #: 811 48#:Writs for All Business Entities and Motor Vehicle Accidents (Out of State Drivers)						
These relate to civil suits against business entities or out of state drivers involved in accidents in Maine. Files include: summons, complaint and related correspondence.	Paper	10/19/2017	Years	1	Years 10	Destroy Current
Schedule #: 894 50#:Ballots Cast in Disputed Elections in Maine						
Individual ballots cast in an election in Maine in which the outcome is disputed and must be recounted. Ballots must remain in the Secretary of State's office until recount completed then back to the towns for 22 months.	Paper	1/11/1999	Contingent Upon Event - See Description	0	Years 0	Destroy Current
Schedule #: 993 56#:UCC Search Results						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This schedule applies to digitally created UCC search results generated for UCC search requests (no paper exists; only the PDF document is stored in the agency database). The UCC search is done on the name of the debtor provided. The results contain the search report and images of the filings that were retrieved. Digital retention records will be retained by the agency for the full retention period and until such a time as a purging system is in place. Typical retention period would be 6 months in CEC.	Digital File	10/19/2017	Months 6	No Retention 0	Destroy	Current
Schedule #: 1028 57#:Board & Commission Annual Reports						
This schedule applies to digitally created annual reports generated using the online filing service (no paper exists; only the PDF document is stored in the agency database). Pursuant to Title 5, Chapter 379, boards or commissions are required to file an annual report providing the name of the clerk of the board, name and addresses of members, meeting and expense information, per diem compensation or expenses, expense reimbursements, funding sources and activities of the board or commission. Digital retention records will be retained by the agency for the full retention period and until such a time as a purging system is in place. Typical retention period would be 10 years in CEC.	Digital File	10/19/2017	Years 10	No Retention 0	Destroy	Current
Schedule #: 1049 58#:Reapportionment Records						
Papers, including original orders from the Supreme Judicial Court, relating to the decennial census-driven reapportionment of Maine House, Senate, and Congressional districts.	Paper	7/29/1993	Years 10	No Retention 0	Archives	Current
Schedule #: 1049 59#:Certificate of Entitlement						
After every decennial U.S. Census, the Clerk of the U.S. House of Representatives sends a certificate of Entitlement to each state, showing how many Representatives to Congress the State is entitled to. Being sent are the 1971, 1981 at this time the 1991 Entitlement is at the Governors office at this time and cannot be found. Send to Archives upon receipt.	Paper	7/29/1993	Years 0	No Retention 0	Archives	Current
Schedule #: 1049 60#:Special Local Elections Held by or Recorded by the Secretary of State						

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Past statute has called for the Secretary of State to hold local elections for special purposes, such as local option liquor sales. Other statutes ask that local election results be recorded with the Secretary, for example for unorganized places voting to organize.	Paper	7/29/1993	Years 1	No Retention 0	Archives	Current
Schedule #: 1049 61#:Filings Required by Statute (a/k/a Miscellaneous Filings)						
In various sections throughout State Statute, requirements exist to file certain papers with the Secretary of State. Generally no retention guidelines are given; one presumes that the Legislature intended most or all of these to be kept in perpetuity. The specific statute may come and go. For years, the reception area of CEC has kept a card filing system indexing these records. Years prior to 1950 (indexed volumes 1-7) apparently were sent to Archives directly in the past, with no corresponding schedule/series currently in force. As records schedules developed, some of the faster growing filings were separately subjected to retention schedules. Files contains, but are not limited to: Treasury reports of several kinds, some earlier proclamations, municipal reciprocal agreements, intertate compacts, court appointment, official agreements and appointments, certification of votes on private & special laws.	Paper	3/10/1998	Years 1	Years 0	Archives	Current
Schedule #: 1500 123:Domestic and Foreign Business Entity Filings						
Paper: This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include all domestic entity originating filings and amendments for business and nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies. These filings also include all foreign (outside State of Maine) authority to transact business filings and amendments for foreign business and foreign nonprofit corporations, foreign limited partnerships, foreign limited liability partnerships and foreign limited liability companies. Some examples of filings include: Articles of Incorporation, name reservations, change of legal name amendment, change of registered agent and/or address, articles of dissolution and cancellation, application for authority to do business, statement of cancellation of foreign qualification and application of withdrawal.	Paper	1/18/2024	No Retention 0	Years 10	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Digital File: This schedule applies to digitally created filings generated using the online filing service (no paper exists; only the PDF document is stored in CEC electronic database). Currently, the only corporate and foreign filings digitally created are the online change of registered office address, change of home office address, a commercial clerk or commercial registered agent listing, a commercial clerk or commercial registered agent termination, statement of change in name or address, or statement of resignation by commercial clerk or commercial registered agent. More online filings will be added in the future. Archival electronic records will be retained by the agency until such a time the records can be transferred to Archives. At that time, Archives will hold the “record copy” of the document. CEC will retain a reference copy in their database.	Digital File	1/18/2024	Variable - See Description	0	No Retention	Archives	Current	
Schedule #: 1500	73#:Business Entity Annual Reports - Domestic & Foreign							
This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. Domestic and foreign entities (business and nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies) are required by statute to file an annual report. The annual report provides the clerk or registered agent’s name and address, officer, director and contact person’s name and address, and the brief statement of the character of business.	Paper	10/19/2017	No Retention	0	Years	5	Destroy	Current
This schedule applies to digitally created annual report filings generated using the online filing service (no paper exists; only the PDF document is stored in our database). Domestic and foreign entities (business and nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies) are required by statute to file an annual report. The annual report provides the clerk or registered agent’s name and address, officer, director and contact person’s name and address, and the brief statement of the character of business. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency.	Digital File	10/19/2017	Variable - See Description	0	No Retention	0	Destroy	Current

Schedule #: 1502 75#:Uniform Commercial Code (UCC) Filings

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include original financing statement lien filings, renewals, amendments and terminations of lien filings.	Paper	10/19/2017	No Retention	0	Years	10	Destroy	Current
This schedule applies to digitally created UCC filings generated using the online filing service (no paper exists; only the PDF document is stored in our database). These filings include original financing statement lien filings, renewals, amendments and terminations of lien filings. Digital retention records will be retained by the agency until such a time as a purging system is in place.	Digital File	10/19/2017	Variable - See Description	0	No Retention	0	Destroy	Current
Schedule #: 1503 76#:Mark Filings								
This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include application for registration of a mark, application of renewal or any amendment or cancellation of a mark. A mark may be a series of words, symbols or design (or a combination) that uniquely identifies a business, trade, or product. A mark registered with the Secretary of State is valid for a period of ten years. The mark may be renewed any time during the six months prior to expiration.	Paper	10/19/2017	No Retention	0	Years	10	Archives	Current
Schedule #: 1665 121:Return of Votes Cast by Town								
These records reflect the number of votes for particular candidates and issues. They are filled out at town level and returned to the Secretary of State. They are used to make the official tabulation books which are then certified as the official permanent record of an election. A typical record will simply list such things as the number of votes cast in a town, in a primary election for governor, representative to congress, state senator, register of deeds, etc.	Paper	8/29/2006	Years	2		0	Destroy	Current
Schedule #: 2304 124:Marriage Officiant Applications								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records are considered closed once the license has been issued. Records will be transferred to the State Records Center at the end of every calendar year.	Paper	2/13/2025	Years 3	Years 5	Destroy	Current

The records in this series are applications and renewals an individual must submit to the CEC office. A marriage officiant license is issued for a period of 7-years.

250H:Human Resources

Schedule #: 2324 1:Employee Personnel Records

Records are considered closed when an employee terminates State government but if the employee returns, the file becomes reactivated. If an employee transfers to another State agency, the file transfers to the new agency.	Paper	5/4/2026	Years 1	Years 59	Destroy	Current
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Records included in this series may consist of applications, salary history, disciplinary records, performance appraisals, job histories, leave authorizations, termination documents, related documents, and correspondence. These records are used to document the employment history of Secretary of State employees, including hiring, classification, compensation, performance, leave, discipline, and separation. The records support payroll, benefits administration, grievance and disciplinary proceedings, employment verification, retirement processing, and compliance with State and federal employment laws. The Secretary of State, Bureau of Human Resources is the official recordkeeper of personnel records for the individual divisions within the Secretary of State's office. When an employee transfers to another State agency, the complete personnel folder transfers with the employee. Disciplinary records are removed from the file as directed by the applicable collective bargaining agreement and retained separately for the remainder of their retention period.

250A:Motor Vehicle

Schedule #: 128 1#:Driver Records

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records of exam applications, convictions, accident reports, affidavits, judgments, notice of suspension, hearing notices, complaints on driving habits, complaints on medical and physical conditions, complaints on drinking, investigation reports by State and local police and Motor Vehicle Investigators, medical records, notice of restoration, certification to the courts of records and suspension and miscellaneous correspondence. Records will be considered closed at time of issuance or at time of denial due to fail results. Microfilm will be converted to a digital file, provided to BMV and stored in LibSafe, the Maine State Archives digital preservation system, acting as a security copy. The records will be managed and protected by Archives until they reach their final disposition destroy date. Once the retention time has been met, Records Management will provide the agency a disposition notification form for approval and signature.	Digital File	4/27/2026	No Retention 0	Years 75	Destroy	Current
Schedule #: 128 46:Driver License Issuance Documents						
Records will be considered closed at time of issuance or at time of denial due to fail results. These documents support issuance of Maine Driver License and Licensure Information. Records consist of MVL2 License Application Data Card, MV16 ID Application, MVL17 Residency Affidavit, MV178 Name/Address Change Form, MVL20 Gender Forms and MV3 Verification of Social Security number. Any paper records received will be scanned to Onbase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	8/4/2026	Years 25	No Retention 0	Destroy	Current
Schedule #: 128 47:Driver License Issuance Medical Review						
Records will be considered closed at time of issuance or at time of denial due to fail results. Records consist of MD-FR-24 (CR24), MD-FR-103 (MVE-103), Release of Information, MD-FR-26 Cancellation Form and MVL-10 Adverse Driving Reports. Any paper records received will be scanned to Onbase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	8/4/2026	Years 25	No Retention 0	Destroy	Current
Schedule #: 128 48:Driver License Issuance Exams						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records will be considered closed at time of issuance or at time of denial due to fail results. These documents are collected and used to support license issuance or denial. Records consist of MV-64A Restricted License Application for a 15-year-old, MVE 64 Non-CDL Application, MVE-64M Motorcycle/Moped Application, MVE-21 Driving Log, MVE-81 Oral Test Attestation, FMV-16A Appointment Notice for Written, Non-CDL and Motorcycle Roads. Any paper records received will be scanned to Onbase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	8/4/2026	Years 25	No Retention 0	Destroy	Current
Schedule #: 128 49:Commercial Driver License Issuance						
Records will be considered closed at time of issuance or at time of denial due to fail results. Records contain commercial driver license information which needs to be retained for the life of the individual showing active history, as well as serious violations for commercial drivers such as OUI's, leaving the scene, or felonies during licensure period. These documents support issuance or denial of CDL License. Records consist of MVE-64C CDL Self-Certification Form, MVE-64T CDL Application, MVE-64HR Hazmat Renewal Application and FMV-16 Appointment Notice for CDL Roads. Any paper records received will be scanned to Onbase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	8/4/2026	Years 75	No Retention 0	Destroy	Current
Schedule #: 138 10#:Commercial Completion Records						
Records consist of names of individuals, name of school and classes completed for commercial driver education. Records are received by the agency via mail, fax, and email, scanned and kept electronically for 5 years.	Digital File	1/23/2020	Years 5	No Retention 0	Destroy	Current
Schedule #: 138 11#:Inventory Records for Plates and Validation Stickers						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
This record series documents the receipt, storage, control, assignment, reconciliation, and destruction of registration plates and validation stickers issued by the Bureau of Motor Vehicles. Records may include serialized inventory logs, shipment and distribution manifests, branch issuance records, spoilage and destruction documentation, reconciliation reports, audit materials, and related correspondence. Because registration plates and validation stickers constitute serialized state-controlled instruments and may serve as evidentiary material in criminal or administrative investigations, these records support accountability, fraud prevention, and prosecutorial review functions. Records in this series shall be retained for ten (10) years after the close of the fiscal year in which the record was created, unless subject to audit, criminal investigation, administrative proceeding, or litigation hold, in which case destruction shall be suspended until final resolution. This retention period is set to preserve records through any potential felony statute-of-limitations periods, accommodate delayed discovery of fraud or diversion, protect due process rights, support coordination with prosecutors, and maintain compliance with recognized law enforcement records management and accountability standards. Upon expiration of the retention period and confirmation that no hold applies, records shall be securely destroyed in accordance with approved records disposition procedures.	Digital File	3/4/2026	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #: 138 12#:Daily Branch and Contact Center Financials								
Credit Card Slips, Receipts and Refund Cards may be retained at the agency in both paper and electronic format. The Cash Receipts are managed electronically. The End of Day Report, Credit Card Report and the End of Day Summary Report are received from each branch and the contact center, then scanned into the BMV financial database.	Mixed	10/24/2025	Years	7	No Retention	0	Destroy	Current
Schedule #: 138 3#:Registration Application								
Application to register motor vehicle.	Roll Microfilm	4/28/2015	Years	25	No Retention	0	Destroy	Current
Application to register motor vehicle.	Digital File	4/28/2015	Years	25	No Retention	0	Destroy	Current

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Application to register motor vehicle. Destroy paper after filming.			Paper	9/29/1975	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy	Current
Schedule #:	150	13#:Registration Fees, Affidavits & Supporting Documents								
Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34.			Digital File	10/20/2025	Years	10	No Retention	0	Destroy	Current
Records are considered closed at the end of the calendar year that the registration expired. Paper and microfilm will live out the 10-year retention, then be destroyed at the agency. Paper records received will be scanned to the BMV document management system, verified for accuracy, then the paper is destroyed.										
Schedule #:	270	14#:Title Information File								
Records are considered closed once the title has been issued. Applications for title, correspondence pertaining to the application, supporting documents, manufacturers statements of origin on new vehicles and surrendered titles for used vehicles. Paper records will be scanned to OnBase, verified for accuracy and managed in the BMV Document Management System.			Digital File	4/17/2026	Years	25	No Retention	0	Destroy	Current
Schedule #:	868	16#:Dealer Business Documents								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records are considered closed once the dealer has an out of business status, statute requires records are to be kept 5-years after closure. Records consist of any dealer applications, for dealer plates, replacement plates, notice of lost dealer plates, etc., dealer questionnaires for each dealership, dealer security bonds, correspondence, background checks, leases, plot plans, zoning forms, and any other documentation requested of the dealer. Records will be scanned to Onbase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	11/7/2025	Years 5	No Retention 0	Destroy	Current
Schedule #: 1195 20#:Motor Carrier Dockets						
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, Federal Motor Carrier Safety Administration permit and related correspondence. Records will be scanned to OnBase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	12/9/2025	Years 7	No Retention 0	Destroy	Current
Schedule #: 1195 21#:Motor Carrier Insurance Filings						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire. Files contain copy of insurance certificate. Records will be scanned to OnBase, verified for accuracy and managed in the BMV Document Management System. Paper records will be destroyed at the agency.	Digital File	12/9/2025	Years 7	No Retention 0	Destroy	Current
Schedule #: 1209 38:Reciprocity Agreements After 1980						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
In 1945 there was a major change in reciprocity laws of the State. Correspondence dating from 1940 to 1980 on reciprocity between the states is being accessioned into the Archives; reciprocity correspondence is still ongoing with new agreements evolving. Reciprocity between states is an agreement motor carriers registered in one state may drive in another state without registering in that state. Starting with 1981's correspondence, these records may be destroyed whenever a new agreement is reached.	Paper	12/29/2020	Destroy When Updated	0	No Retention	0	Destroy	Current

These agreements are maintained through AAMVA and should not change significantly.

Schedule #: 1224 40:International Registration Plan (IRP) Trucker Registration

This series includes all vehicle and carrier information for registrations for all states and the 3 Canadian Provinces participating in the IRP Program. File information includes miles traveled in each state (from cab cards and schedule B), registration fees calculated for Maine and all other states registrant and vehicle use taxes to the federal government. Records are used by the IRP staff for registration renewal information, adding or deleting vehicles, adding or deleting states from the program, and transferring vehicles.	Digital File	11/13/2025	Years	5	No Retention	0	Destroy	Current
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The agency scans the paper record to OnBase and is maintained in the BMV Document Management System. The record is verified for accuracy, then the paper is destroyed.

Schedule #: 1335 24:Drive Education and Evaluation Program (DEEP) Completion Notices

This notice is used to data enter DEEP status onto Driver License History files on BMV mainframe. The original of this record is stored by the Office of Substance Abuse for 7 years.	Digital File	7/7/2025	Years	10		0	Destroy	Current
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BMV receives a copy of the record from DEEP, the record is scanned and added to the individual's file in the document management system (OnBase), verified for accuracy, then the paper is destroyed.

Schedule #: 1336 25A:Investigation Cases (Non-Felonies)

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This record series documents non-felony investigative cases conducted by the Enforcement Services Division – Office of Investigation involving alleged violations of Title 29-A, Title 10, and any other applicable provisions of Maine law within the statutory enforcement authority of the agency. Investigations may include, but are not limited to, dealer regulatory violations, license and identification investigations, title and odometer fraud, VIN alterations, registration and plate misuse, false statements, consumer protection–related motor vehicle offenses, and other statutory violations under the jurisdiction of the Division. Files may contain complaints, investigative reports, affidavits, witness statements, evidentiary materials, correspondence, administrative findings, charging documents, and final disposition records. Cases are categorized into many groups including but not limited to: Dealer Investigations, License/Identification Investigations, Vehicle Investigations, and Individual Investigations. Records in this series shall be retained for six (6) years after final case disposition or administrative closure, unless subject to a litigation hold or pending criminal, civil, or administrative action, in which case destruction shall be suspended until 60 days after the final resolution. This retention period is established to ensure compliance with applicable statutes of limitation, protect due process rights, support regulatory oversight and pattern-of-practice review, and maintain conformity with case management and records control standards recognized under the Maine Law Enforcement Accreditation Program. Upon expiration of the retention period, records shall be securely destroyed in accordance with approved records disposition procedures.	Digital File	3/6/2026	Variable - See Description	0	Destroy	Current

Schedule #:	1336	25B:Investigation Cases (Felonies)
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Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This record series documents felony investigative cases conducted by the Enforcement Services Division – Office of Investigation involving alleged violations of Title 29-A, Title 10, and any other applicable provisions of Maine law within the statutory enforcement authority of the agency. Investigations may include, but are not limited to, felony title fraud, VIN tampering, aggravated falsification, organized dealer fraud schemes, identity-related motor vehicle offenses, and other felony-level statutory violations. Files may contain complaints, investigative reports, affidavits, warrants, witness statements, evidentiary materials, forensic documentation, correspondence, charging instruments, prosecutorial referrals, and final disposition records. Cases may be categorized as Dealer Investigations, License/Identification Investigations, or Individual Investigations, as applicable. Records in this series shall be retained for ten (10) years after final case disposition or administrative closure, unless subject to a litigation hold, ongoing criminal prosecution, post-conviction review, civil litigation, or other legal proceeding, in which case destruction shall be suspended until 60 days after the final resolution. This retention period is established to ensure preservation of evidentiary records, compliance with applicable statutes of limitation and post-conviction review timelines, protection of due process rights, support interagency coordination with prosecutorial authorities, and adherence to case file management and records control standards recognized under the Maine Law Enforcement Accreditation Program. Upon expiration of the retention period, records shall be securely destroyed in accordance with approved records disposition procedures.	Digital File	3/6/2026	Variable - See Description	0	Destroy	Current
Schedule #: 1988 32#:Over Limit Permits						
Over limit permits are required when a company and/or individual must move a load when the entire vehicle and load configuration exceeds the legal limit(s) established in statute. A copy of the completed permit must be carrier in the power unit during the described move. Law enforcement verifies compliance during roadside inspections. Permit forms contain the following information: carrier or individual legal name, address, phone number, fax number, USDOT Number, vehicle information, load information, configuration size and weight, origin, destination, routes, permit number, permit fee, effective and expiration dates, escort requirements, and any other special provisions as necessary.	Paper	3/1/2016	Destroy After Conversion to Another Medium	0	No Retention	0 Destroy Current
Description - same as paper	Roll Microfilm	3/1/2016	Years	5	No Retention	0 Destroy Current

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Description - same as paper	Digital File	3/1/2016	Years	5	No Retention	0	Destroy	Current
Schedule #:	1990	33#:72 Hour Trip Permit (File)						
The agency keeps these records to support the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). The records are used to log trips and the files contain the permit application filled out by the customer and copy of their current registration as well as a copy of the 72 Hour Trip permit. Information that would be found in this file would be the carrier name, Make, Model and year of the vehicle. Vehicle Identification number. Carrier's address and contact information. Effective/Expiration date of the permit. US DOT number.	Paper	3/15/2016	Years	3	No Retention	0	Destroy	Current
Schedule #:	2004	36:HVUT, Heavy Vehicle Use Tax						
Trucks with an r. v.w. of 55,000 lbs. or more require evidence of Heavy Vehicle Use Tax (HVUT). Title 29 subsection 504 Federal heavy vehicle use tax; proof of payment required. Except as provided by 26 Code of Federal Regulations, Section 41.6001-2(b)(3), a registration certificate may not be issued for a motor vehicle subject to the use tax imposed by the Internal Revenue Code of 1986, 26 United States Code, Section 4481 , until the applicant has presented proof of payment as prescribed by the Secretary of the United States Treasury.	Digital File	6/2/2016	Years	7	No Retention	0	Destroy	Current
The Secretary of State shall keep records and may issue evidence to comply with 26 Code of Federal Regulations, Part 41 , revised as of May 23, 1985, and the Internal Revenue Code of 1986, 26 United States Code, Sections 4481, 4482 and 4483.								
Pursuant to rule, the Secretary of State may certify that a vehicle qualifies for exemptions under 26 Code of Federal Regulations, Section 41.4483-3(g) or Section 41.4483-6(b), revised as of May 23, 1985.								
	Roll Microfilm	6/13/2016	Years	7	No Retention	0	Destroy	Current
	Paper	6/13/2016	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy	Current

Department Series Report

29: Secretary of State

Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Schedule #:	2294	42:Motor Vehicle Franchise Board Case Files								
Upon closure (either by way of voluntary resolution by the parties or the completion of the Board’s hearing process and any subsequent court proceedings) case files will be retained for 10-years. Any paper records received will be scanned, verified for completeness and managed on an agency shared drive. Agency will remove records 10-years after the closed date.			Digital File	6/17/2026	Years	10	No Retention	0	Destroy	Current
Motor Vehicle Franchise Board files contain all pleadings, correspondence, and other information pertinent to each individually numbered case. Some cases may also contain audio tapes.										
Schedule #:	2294	43:Motor Vehicle Franchise Board Meeting Minutes & Final Decisions								
Upon closure of a case (either by way of voluntary resolution by the parties or the completion of the Board’s hearing process). Minutes are retained for 5 years then archived.			Mixed	9/9/2026	Years	5	No Retention	0	Archives	Current
Official meetings where official minutes are kept with an accurate record of votes, actions and final decisions. These are written.										
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.										
Schedule #:	2312	44:Long Term Trailer Program Files								
Retention would begin and the record would be considered closed once the registration has been issued.			Mixed	9/26/2025	Years	32	No Retention	0	Destroy	Current
Records consist of registrations, rebate cards, and correspondence. As of 2018, any paper records received will be scanned, verified for accuracy and retained electronically. Paper, CD’s and Floppy Discs created prior to 2018 will live out their 32-year retention at the Records Center, then destroyed. Microfilm will live out its 32-year retention at the agency, then destroyed.										
Schedule #:	2331	45:Medical Advisory Board Minutes of Meetings								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records are considered closed once the minutes have been approved by the Board. Records consist of agendas, minutes and supporting documents.	Digital File	4/17/2026	Years 2	No Retention	0 Archives	Current
Medical advisory board (MAB) members review and advise the Bureau of Motor Vehicles regarding the following: specific drivers and their physical, emotional, or mental competence to drive; public concerns about standard rules and medical review processes; education for specialty healthcare providers and the public in the medical aspects of motor vehicle operator licensing. Standards recommended by the board are adopted as rules known as functional ability profiles (FAP) which can be found at https://www.maine.gov/sos/bmv/licenses/medical.html. Individual MAB members may be consulted to review specific cases and provide opinions to the Secretary of State. A BMV statistical program has been established to analyze medical and crash data for board review in support of identifying FAP improvement opportunities and promoting driver safety. The board also governs a vision exceptional case program to review drivers with peripheral vision defects. Statutory requirements for the Medical Advisory Board are described in the Maine Revised Statutes, Title 29-A: Motor Vehicles and Traffic, Chapter 11, section 1258. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						

255#:Maine State Archives

Schedule #: 305 5#:Reports, Monthly/Weekly

Monthly Narrative Reports and Weekly Time & Production Reports.	Digital File	8/20/2020	Years	1	No Retention	0	Destroy	Current
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Schedule #: 709 37#:State Archivist's Correspondence/Administrative Files

Correspondence documenting such activities as: agency changes/structure revisions; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis management.	Mixed	8/20/2020	Years	6	No Retention	0	Archives	Current
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[Most files are now in digital format; however some might still be in paper; so mixed media.]

Schedule #: 709 40#: MSA Publications

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The State Archives is authorized by Title V, Chapter 6 to publish and sell to the public archival material, reports, etc. One copy of each revision (excluding "revisions" which are confined to minor corrections of the text) is to be retained by the agency.	Paper	12/16/1988	Years0	No Retention0	Archives	Current
Description: same as paper; original digital publications are archival; if they are a copy of an original print publication, copies can be destroyed once updated.	Digital File	12/16/1988	No Retention0	No Retention0	See Description	Current
Schedule #: 863 107:Archives Advisory Board Minutes						
Official record of all actions taken by the Archives Advisory Board, including approval of disposition schedules and disposal lists for State Records. Minutes include: correspondence and related reports and memoranda presented to the Board at each meeting.	Mixed	8/24/2026	Years5	No Retention0	Archives	Current
Records include: Local Government Board Records 1989-1996; Committee on Destruction of Old Records 1949-1976 (not consecutive years); Municipal Board records 1975-1990; County records Board materials 1974-1988.						
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						
Schedule #: 1655 100:Maine Historical Records Advisory Board - Minutes and Policy Management						
The Maine Historical Records Advisory Board is charged with supporting the preservation of, and access to, Maine's historical records. These records include minutes of the Board and other relevant policy management and standard documents which help to plan future projects and document the activities of the Board. Records may include: policy documents describing project operation (purpose, application requirements, expected outcomes); correspondence and memos documenting any unusual events; reports required by the Board.	Mixed	8/20/2020	Years5	No Retention0	Archives	Current
Mixed media contains paper and digital files.						
Schedule #: 1655 102:Maine Historical Records Advisory Board - Planning Documents						

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29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These records provide background information on historical records collections in Maine. They are used to provide background information in setting priorities, in planning projects for the Board, and to provide guidance to individual records repositories. Records may include: consultant reports for historical records repositories; correspondence; sample final reports/rejected reports from grantees; project results, awards, etc. Mixed media contains paper and digital files.	Mixed	8/20/2020 Years	6	No Retention 0	Destroy	Current
Schedule #: 1655 103:Maine Historical Records Advisory Board - Regrant Applications/Supporting Documents						
These records are used in managing the applications for specific deadlines of the Regrant Program, a grant program for non-profit historical records repositories and local and county government (Basic and Major Grants awarded). They include the detailed information pertinent only to the projects as they are taking place. Records may include: completed applications; rejected/withdrawn applications; correspondence related to funded grant projects; printed summary of written Board review comments and numerical ratings prior to Board review meeting; original Board review forms not included in summary. Mixed media contains paper and digital files.	Mixed	8/20/2020 Years	3	No Retention 0	Destroy	Current
Schedule #: 1762 106#:Maine State Library Digitized Maps						
Digitized map collection from the holdings of the Maine State Library. These are invaluable Maine related historical maps which include information on the history and geography of Maine of archival interest to historians and citizens of Maine.	Digital File	5/4/2010 No Retention	0	0	Archives	Current
Schedule #: 1989 69#:Maine State Archives Training Materials						
Materials created for the purpose of trainings, tours and conferences. [Materials kept in electronic and paper format. Media format mixed.]	Mixed	1/26/2016 Years	3	No Retention 0	Destroy	Current
Schedule #: 1993 70#:Maine State Archives General Policy/Procedure Manuals						

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Internal policies and procedures covering routine, day-to-day operations of the Maine State Archives. Includes Disaster Preparedness and Recovery Plans. Retain until superseded then destroy.			Mixed	4/4/2016	Contingent Upon Event - See Description	0	No Retention	Destroy	Current	
Schedule #:	1999	71#:Odiorne Grants - Applications Denied								
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. Applications are submitted to the Maine State Archives for review and approval. Denied applications are kept on file for 6 months.			Paper	4/4/2016	Months	6	No Retention	0	Destroy	Current
Schedule #:	1999	72#:Odiorne Grants - Applications Approved								
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. The Maine State Archives established a grant program to support archaeological work within Maine that has a relationship to archival material in accordance to the terms in the bequest. Grants are for one year and require that a final report be submitted at the end of the project no later than three months after the close of the grant period. Approved applications are kept on file until the final report is submitted.			Paper	4/4/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #:	1999	73#:Odiorne Grants - Final Report								
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. The Maine State Archives established a grant program to support archaeological work within Maine that has a relationship to archival material in accordance to the terms in the bequest. Grants are for one year and require that a final report be submitted at the end of the project no later than three months after the close of the grant period.			Mixed	4/4/2016	Years	6	No Retention	0	Destroy	Current

255A:Maine State Archives - Archives Services

Schedule #: 305 0003#:Reference Requests, Archives Services Division

Department Series Report

29: Secretary of State

Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Inquiries addressed to Maine State Archives or referred from other agencies regarding requests for information from records held at the Archives. These include mail, email, telephone and in-person requests.			Mixed	8/20/2020	Years 2	No Retention 0	Destroy	Current
Schedule #:	305	0005#:Registry of Deed Receipts						
Signed forms for Registries of Deeds confirming receipt of film and the location of the film.			Paper	1/26/2016	Years 1	No Retention 0	Destroy	Current
Schedule #:	305	0007#:Intern and Volunteer Files						
Records pertaining to interns and volunteers at the Maine State Archives, including application forms, confidentiality agreements and letters of reference.			Paper	1/26/2016	Years 2	No Retention 0	Destroy	Current
Schedule #:	305	4:Researcher Applications and Renewals						
Records are considered closed after 1-year of no activity for an individual researcher. Application form received from individuals applying for a Researcher Identification Card. Researchers will be required to renew their Card annually, agreeing to follow the Research Room Policy.			Mixed	11/22/2024	Years 1	No Retention 0	Destroy	Current
Mixed media includes paper and digital records.								
Schedule #:	1021	0031#:Search Room Daily Statistics Sheet						
To keep a record of the number of patrons, phone calls, microfilm, and other research materials or services rendered by the search room on a daily basis. Information is then used to compile monthly report. Retain one month.			Paper	1/29/1993	Months 1	No Retention 0	Destroy	Current
Schedule #:	1994	407:Gift Registry						
Registry of gifts to the Maine State Archives.			Mixed	4/4/2016	Permanent or Indefinite 0	No Retention 0	Archives	Current
Schedule #:	1994	408:Maine State Archives Gifts						

Department Series Report

29: Secretary of State

Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Materials donated to the Maine State Archives from outside of State agencies. These materials are given a gift number which can be used to trace the material back to the donor. The number should be included in all references to the material so as not to lose provenance.			Mixed	4/4/2016	Permanent or Indefinite	0	No Retention	Archives	Current
Materials donated to the Maine State Archives from outside of State agencies. These materials are given a gift number which can be used to trace the material back to the donor. The number should be included in all references to the material so as not to lose provenance.			Paper	3/15/2021	Permanent or Indefinite	0	No Retention	Archives	Current
Schedule #:	1994	409:Gift Documentation							
Material documenting gifts to the Maine State Archives. Including but not limited to: Deeds of Gift, Deaccession forms, and correspondence with donors.			Paper	11/29/2022	Permanent or Indefinite	0	No Retention	See Description	Current
Records are retained permanently by the agency.									
Schedule #:	9999	0998#:Town Records Stored by Maine State Archives							
These are town records already in storage. Archives Services needs to create individual series for them when time permits. (Includes deorganized towns and plantations.)			Paper		No Retention	0	No Retention	Archives	Current
255R:Maine State Archives - Records Management Services									
Schedule #:	312	13#:Photoduplication Work Orders							
Form and 3 copies used to process orders for all copy work done by the photoduplication laboratory. Various copies retained in Search Room where orders are taken; in the Photolab; and in the Administrative Office.			Paper	12/14/1983	Years	2	No Retention	Destroy	Current
Schedule #:	334	15#:Application for Records Retention Schedule							

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
A retention schedule is a document listing all the titles of the records series (groupings of records that support similar business processes having related legal and operational retention requirements), length of time each document or record will be retained as an active record, the reason for its retention (administrative, legal, fiscal, and historical) and disposition agreed by the agency and Records Management. Included with the schedule application are the inventory form, samples and proper justification.	Paper	5/31/2018	Permanent or Indefinite	0	No Retention	0	See Description	Current
These records will be retained as long as they serve the business needs of the Records Management Department and show any historical background of agency schedules not provided elsewhere. If no longer needed for agency business or historical background (no records and no associated current schedules/series), any disposition "destroy" schedule can be destroyed once it is made obsolete. (Disposition archives schedules will be retained for recording purposes.)								

Schedule #: 334 16#:Application for Authorization for Records Center Use Cards/State Agency Records Officer Designation

Form used by state agencies to apply for records center access and also to appoint Records Officers and Assistants. This form is also used to make corrections and removals.	Mixed	1/26/2016	Years	5	No Retention	0	Destroy	Current
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Schedule #: 334 17#:Transmittal of Records and Continuation Sheet

Authorization form required for state agencies to transfer records to the Records Center and Archives. Information includes: contact information and information related to boxes being transferred. Retention is counted from last box date listed on transmittal.	Mixed	1/18/2023	Variable - See Description	0	No Retention	0	See Description	Current
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Paper records are retained until associated materials have met the required retention period, at which time these forms become part of the disposition and follow that retention schedule. (Archival transmittals remain unless/until material is de-accessioned.) RM database records will be retained until all associated materials have been destroyed, then box and location information will be removed. The remaining form information will remain and follow the disposition schedule. Any other electronic versions or supporting documentation can be destroyed once information is entered into the RM database and the paper version is filed.

Schedule #: 334 18#:Request for Reference Service

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29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The State Records Center provides agencies with centralized, economical storage for their inactive and pre-archival government records. Approved agency cardholders use the Request for Reference Services form to order files they have stored at the Records Center. Information includes: name of requestor, access card number, contact information and file information. Form information assists RC staff in tracking which records are sent out, to whom, and what has/has not been returned to inventory.	Mixed	1/18/2023	Years 2	No Retention 0	Destroy	Current
Mixed material includes any paper or electronic information (SharePoint data, emails, etc.). Records are considered closed once the material is returned to the Records Center.						

Schedule #: 334 19#:Records Center Disposition Notification

Authorization form required for state agencies to destroy records which have met their retention periods according to their agreed to schedules. These are the forms sent out once the records have met the required disposition date, signed by required personnel and returned to the Records Center so that records can be destroyed.	Paper	5/31/2018	Permanent or Indefinite	0	No Retention 0	See Description	Current
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Forms are retained permanently in the agency.

Schedule #: 1995 40#:Alternative Repository Applications

Institutions submit an application to the Maine State Archives to become an Alternative Repository. An institution must be approved by the Archives Advisory Board as a depository for local government records before a local government agency may deposit its records with the institution. An institution must be approved by the Archives Advisory Board to accept confidential records before a local government agency may deposit confidential records with the institution. The application shall be kept on file until the institution no longer serves as an alternative repository by the terms and conditions agreed upon.	Mixed	1/18/2023	Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current
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Mixed material includes paper and electronic records.

Schedule #: 1996 41#:State General Schedule Records

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
The general schedules provide retention and disposition authorizations for records commonly created and maintained by state agencies to support administrative, personnel, and fiscal activities. These records show schedule adoptions, authorizations and other significant records related to the formation of the State General Schedules.	Mixed	8/20/2020	Contingent Upon Event - See Description	0	No Retention	Archives	Current	
Records will be retained for 10 years after superseded or obsolete.								
Schedule #: 1998 42#:Records Management Policy Acknowledgement Receipts								
These are the records management policy acknowledgements signed by state employees on an annual basis. This information is frequently requested. Keep final version of excel spreadsheet once new policy is released.	Digital File	4/4/2016	Years	3	No Retention	0	Destroy	Current
Schedule #: 2193 43:Local Government Record Retention Schedule Records								
The Local Government Record Retention Schedules provide retention and disposition authorization for all local governments and their agencies and offices: municipalities, quasi-municipal organizations (such as school administrative districts, water or sewer districts, etc.), offices of county government (such Register of Deeds, County Sheriff, etc.), and offices of District Attorney.	Mixed	8/20/2020	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
The schedules list those records which any local agency may create or receive during daily business. The schedules indicate the minimum length of time records must be retained before they may be disposed of legally. This is a replacement of the Chapter 10 Rules for Disposition of Local Government Records. These schedules have been prepared, approved and issued by the Maine State Archives pursuant to Maine Title 5, Chapter 6, §95-B. This approval provides the legal basis for local agencies to incorporate these schedules as part of an active records management program.								
These records show schedule adoptions, authorizations and other significant records related to the formation of the Local Government Record Retention Schedules.								
Records will be retained for 10 years after superseded or obsolete.								
Schedule #: 2194 44:Records Management Database Records								

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Records Management database gives State employees and citizens a central registry of all records being created at public expense. The database allows us to keep track of our holdings—Archives and Records Center both. Every container on the shelves should be identified as belonging to a particular record series, and the database should let us know where it is stored, what agency created it, whether it still belongs to that agency or has been officially transferred to State Archives custody; and, if/when it's scheduled for destruction. Records Management also uses the database to keep track of the departmental Records Officers, Assistant Records Officers, and Cardholders who are our customers. The RM database contains the following information: Record Retention Schedules, Transmittal Records, Reference Service Request Records, Disposition Records, Cardholder Records. The records listed above (from which data is recorded into the database) are mirrored in other schedules/records stored in the office. Different data sets in the database have different retention periods; some are retained permanently in the agency while others are updated as changes occur.	Digital File	8/20/2020	Contingent Upon Event - See Description	0 No Retention	0 See Description	Current