

SCHEDULE 8 – VITAL RECORDS

Series	Series Title	Description	Retention
8.1	Births	Record of births filed within the municipality.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.2	Burial Transit Permit	Permit to transport human remains.	Permanent
8.3	Consent to Marriage Given by Parents, Legal Guardians, or Judges of Probate	Consent to marriage from legal authorities when one or both partners are under the age of 18.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.4	Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age	Correspondence with judge of probate when one or both marriage partners are under 16 years of age.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.5	Deaths	Record of deaths filed within the municipality.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.6	Marriage Certificates	Record of marriages filed within the municipality.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.7	Marriage Intentions	Intentions and all supporting documents filed by parties planning to marry.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)

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8.8	Vital Event Request Form	The clerk shall keep the form related to requests for vital events (marriage, death, births, and divorce) in the clerk's office or other secure location under the control of the clerk. This includes copies of required identification along with copies of documentation showing direct and legitimate interest (if applicable for mail requests).	1 year Confidential, (1) 22 MRSA §2706