

Maine State Archives

State General Record Retention Schedules

Prepared by the Records Management Division
In Accordance with Maine [Title 5, Chapter 6](#)
Approved by the Maine State Archivist/Archives Advisory Board
March 2022 Edition

Maine State General Schedules

These Maine State General Schedules provide retention and disposition authorizations for records commonly created and maintained by state agencies to support administrative, personnel, and fiscal activities. For the purposes of these schedules, state agency means any unit of State Government, including any state board or commission, and the Legislature and its committees and subcommittees, but not including the judicial branch, the University of Maine System, the Maine Community College System, and the Maine Maritime Academy. (Municipalities/counties use Local Government Record Retention Schedules.) The General Schedules list those records which any state agency may create or receive during daily business. For an agency to have an effective records management program, Maine State General Schedules must be used on a regular basis in conjunction with approved agency schedules.

General Schedules indicate the minimum length of time records must be retained before destruction or archival preservation. These schedules have been prepared, approved, and issued by the Maine State Archives/Archives Advisory Board pursuant to [Maine Title 5, Chapter 6](#). This approval provides the legal basis for agencies to incorporate these schedules as part of an active records management program.

The purpose of the General Schedules is to:

- provide agencies with uniform guidelines for the retention and disposition of common administrative, fiscal, and personnel records
- ensure that agencies retain these records as long as needed for internal administration, and to meet legal and audit requirements
- promote the cost-effective management of records
- provide agencies with authorization to dispose of obsolete records covered by the schedules on a regularly scheduled basis after minimum retention periods have been met.

While the General Schedules apply to records that are created, used, and maintained by staff at all or most State agencies, agency-specific retention schedules apply to those which are unique to a particular agency, or to records that a state agency is required to retain longer than the approved time period on the General Schedules. Federal or state statutes or regulations requiring longer retention periods override retention periods written in the General Schedules. If an agency is required to keep records longer than what is required by the General Schedules, an agency schedule should be created.

The General Schedules along with approved agency-specific retention schedules should cover all records for a given state agency (in all media formats).

TABLE OF CONTENTS

Purpose of Change/Explanation of Schedules	4
Management of Records	6
How to use the Schedules.....	11
Record Schedules.....	12
GS1 Administrative Records.....	13
GS2 Financial Records	21
GS3 Payroll Records.....	24
GS4 Personnel Records.....	25
GS5 Correspondence Records	30
GS6 Electronic Records.....	32
GS7 Records Management.....	35
GS8 Meeting and Board Records.....	37
GS9 Miscellaneous/Short-Term Materials	39
Appendix A – Removed Series	41
Appendix B – Sample Disposition Form	43
Appendix C – Contact Information and Additional Resources	44
Appendix D – Series Index	45

Purpose of Moving from 2015 to 2022 Version Explanation of Individual Schedules

For several years the Records Management team has used the Maine State General Schedules as a tool to help agencies manage their records. However, we have known improvements needed to be made for the GS to provide the information and support agencies needed to make them truly useful. To accomplish this goal, we felt it was necessary to completely “revamp” the organization of the 2015 schedules including how they were structured and, in many ways, how they were developed. We are hopeful the 2022 version of the State General Schedules will provide Maine State agencies with better guidance and will be a more viable tool, providing the guidance needed to help manage agency records on a regular basis.

For guidance and writing of these schedules, the following sources were consulted: Federal GRS, several other state GS, statute and rule information, and previous State General Schedules. We consulted with several Bureaus at DAFS, the Attorney General’s Office, conducted our own internal review with Archives staff, and had a final review with the State Archivist and Archives Advisory Board.

Administrative Schedule - 1

This is a new schedule and one we feel is an important addition to the State General Schedules. Most of these series are also newly created but are records commonly created within agencies including annual reports, grant records, policy documents, and reports and study files.

Financial Schedule - 2

This schedule is newly formed from the previous five schedules: Vendor Series, Accounting Series, Income Series, Budget Series, and Financial Order Series. These schedules were very specific and did not capture the general nature that the State GS was intended for, instead sometimes listing specific State Controller or Purchasing forms. We thought it was better to capture a broader approach and capture records at more of a functional level where retentions would be similar. The State Controller’s Office keeps many financial documents as the “official record.” Schedule 2 is intended for those records kept for individual agency financial officers or service centers.

Payroll Schedule - 3

This schedule would typically apply for any human resource managers or service centers. There were very few changes made to this schedule. The State Controller’s Office keeps many of these records as the “official record.”

Personnel Schedule - 4

There have been some changes made to this schedule including some retention changes so agencies should be aware of those changes. This schedule is also intended for human resource managers or service centers. Bureau of Human Resources keeps many of these records as the “official record.”

State Agency Correspondence Schedule - 5

Some of these have been slightly modified and an additional series has been added. This is incoming or outgoing correspondence in any media format – this would include email messages.

Electronic/Information Technology Records Schedule - 6

This is a new schedule. Even though some of these are speaking more about record *formats*, we thought it was important to include this schedule and each of these series to give some guidance for the different ways electronic records are being created and retained by state agencies.

Records Management Schedule - 7

This is a revised schedule. The previous series were based on forms and information retained by the Archives and Records Management. The revised series intends to use more generalized terms to capture any RM processes being used by individual agencies. State Records Management keeps many of these records as the “official record.”

Meeting and Board Records Schedule - 8

This is also a revised schedule with a few added series. It is intended to capture meeting minutes and other board related records.

Miscellaneous/Short-Term Materials Schedule - 9

This is a new schedule which includes those items often found in offices which don’t fit into typical record categories. We thought it might be beneficial to list these into specific series and provide guidance (even though some are not true record materials).

Important Note: Keep in mind the General Schedules are sometimes *agency copies* retained by individual agencies for a specified period of time where the *record copy* is retained by the *official* agency of record (and covered by an agency schedule). For example, the Bureau of Human Resources is responsible for retaining all state personnel records for 60 years according to their agency retention schedule. However, an individual agency’s HR office also has a responsibility to retain personnel files for a specified amount of time (according to GS4).

Make sure you understand the difference between what records the agency human resources or financial officer are responsible for vs. those records retained by the Bureau of Human Resources or the State Controller’s Office (for example).

MANAGEMENT OF RECORDS

Records Retained

The schedule applies to records regardless of the format or media in which they exist, including computer-generated electronic records. According to [MRS Title 5, §92-A](#), "Record" means all documentary material, regardless of media or characteristics and regardless of when it was created, made or received or maintained by an agency in accordance with law or rule or in the transaction of its official business. This includes records of historic and archival value to the State, regardless of the date of their generation, including all documents determined to have such value to the State by statute and, when appropriate, by the State Archivist. "Record" does not include extra copies of printed or processed material of which official or record copies have been retained, stocks of publications and processed documents intended for distribution or use, or records relating to personal matters that may have been kept in an office for convenience.

Records Authorized for Destruction

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with these retention schedules or approved agency schedules. For more information on record disposition refer to GS 7.2. A sample form can be located under Appendix B.

Records Subject to Audit or Litigation

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated or reasonably anticipated; its destruction shall not occur until the completion of the action and the resolution of all issues arising from it. For more information on this subject, see the [FOAA website](#).

Electronic Records

Records retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules.

All state government personnel who develop, use, and maintain electronic records must be trained to use this schedule for determining the *minimum* time records are to be kept fulfilling administrative, fiscal, and legal requirements of the agency.

Remember, all state government employees are responsible for maintaining the integrity of records whether those records are stored electronically or in hard copy. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods have been met, regardless of the medium.

For further information on Electronic Records, see Schedule 6.

Correspondence

Correspondence can be produced in many formats including paper and electronic records. Correspondence records are covered by Schedule 5. The retention periods listed on this schedule apply equally to all correspondence, whether electronic or paper. Please remember that being the custodian of the record (retaining the official record copy) may be different depending on whether a staff member is the sender or the recipient; whether messages are copies where no action is required; and whether other copies exist. Here are a couple of examples: A message from the Governor to all state employees might be maintained as Official Correspondence by the Governor's Office. That same piece of correspondence received by state employees would be considered informational or transitory. In lengthy, business-related email discussions involving several agency staff, you may keep a copy if: (1) you add anything of value to the discussion or contribute beyond simply agreeing or disagreeing; or (2) you were the last person to add anything of value to the discussion, in which case you should keep the entire thread.

Executive or Official Correspondence is a permanent record that documents the major activities, functions and programs of an agency and the important events in its history. Examples of Official Correspondence include policy memoranda dictating or establishing policy, directives, official notifications of agency decisions or actions, or summaries of an agency's cumulative experience or history. Most of this correspondence will be at the Commissioner/Executive Director level. Not everything written by a commissioner will have archival value. Records must be based on content and should always be evaluated.

Agencies should contact the [Maine State Archives](#) with appraisal questions.

General Correspondence is correspondence that is not crucial to the preservation of the administrative history of the agency. It is generally of a non-policy nature and without permanent value. It deals only with the general agency operations, operations which are better documented by other records maintained by the agency. These can include general requests and inquiries from the public which do not constitute an official FOIA request, but which may require some research. Examples of General Correspondence include assistance to clients, explanations of policy, requests for information, or business-related discussions within an agency.

Program Correspondence relates to specific agency programs documenting work accomplished, transactions made, or actions taken. These records are created while administering agency functions and programs and should be filed as part of the program records or per the retention schedule established for the specified agency program. Retention will vary depending on the retention schedule. An example of correspondence related to a program could be a schedule established for case files. Relevant correspondence related to the case file would generally be retained as long as the case file documents.

Transitory Correspondence consists of records that are created primarily to communicate information of short-term value. These are records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited time for the completion of an action. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

Social Media

Many state agencies are using social media to communicate with citizens and gather feedback. Social media refers to the various activities integrating web technology, social interaction, and user-generated content. Agencies use social media internally and externally to share routine agency information, support their business processes, and connect the public to state government. Social media includes blogs, microblogs (Twitter), video sites (YouTube, TikTok), image sharing services (Flickr, Instagram), networking sites (Facebook, LinkedIn), and other interactive sites.

Agencies must be aware that social media is also a records creation platform, and those records must be managed throughout their lifecycle, just like any other record. Any agency using social media for State business should comply with the following according to [MaineIT's *Social Media for State Business Policy*](#):

All posted material is public record. The agency must institute a process to save and retain all postings, outgoing and incoming, in accordance with the State's Records Retention Law. This requirement applies regardless of the form of the record (digital text, photos, audio, video, etc.). Agencies shall not rely upon the Social Media provider's in-house policies for this purpose.

Agencies need to understand what is involved in using social media as a means of communicating and distributing information to their constituents. They must also comply with MaineIT policy. Using social media requires thoughtful consideration of access, resources, technology, records management, and security.

If agencies are already using social media, it is recommended they conduct an inventory of how those platforms are being used and what type of records are being created so they have a broad sense of the scope of the activity and value of the records being generated (what should be captured and for how long).

Maine State Archives is currently working on a pilot project for automated capture of social media records. Until/if this is something which can be utilized as a state-wide program, each agency is responsible for the management of their social media records.

Text Messages

Text messages about the work of the agency are public records. Texting on personally owned devices about the work of the agency are still public records. Retention of text messages is the responsibility of the agency and is based on the function/content of the message, not its format. Like social media, using text messages for government communication complicates the process of capture and preservation. There is currently no capture tool in place for text messaging and the Maine State Archives does not recommend using text messaging for more than transitory communications. In the instance that a text message becomes a state record, the Maine State Archives recommends sending the text message content to a state email address for retention. Agencies must clearly understand the limits of using third-party tools and the potential risks of using text messaging for anything other than transitory messages.

Publications

A state agency publication includes those items which are printed or made available online and open to the public. They document agency-related functions or activities, but not material issued for internal administrative use. Publications and reports contain important facts and statistics about the operation of the agency and its policies and are retained permanently because they provide information which aids in understanding the administrative functioning of the agency. [State law, Title 1, Chapter 13, Section 501-A](#), requires agencies to send copies of all their publications to the [Maine State Library](#) to serve as a permanent record. Since many agencies do not keep copies of their own, this requirement ensures that these publications will always be available as public documents. These items include: periodicals; newsletters; bulletins; pamphlets; leaflets; directories; bibliographies; statistical reports; brochures; plan drafts; planning documents; reports; special reports; committee and commission minutes; informational handouts; and rules and compilations of rules. (Note: for minutes, rules, etc., this only applies for those items which are considered *published*.)

Agencies should contact the [Maine State Archives](#) for consultation regarding any publications.

Minutes of Meetings

Boards, commissions, councils, task forces, etc., that were established by statute or Executive Order, or that establish or administer policy are examples of entities for which minutes should be created and retained per [MRS Title 1, §403. MEETINGS TO BE OPEN TO PUBLIC; RECORD OF MEETINGS](#). For more information on meeting minutes, refer to Schedule 8.

Financial, Payroll and Personnel Records

Many of these records will be retained by Bureaus at DAFS. These will be considered the official *record copies* and the Bureau will have a specific *agency schedule* for the records. Retention times at these Bureaus can range from 7 years to 60 years. Some records may be Archival. The retention times listed in the State General Schedules are for those records which the individual agencies are responsible for retaining (*agency copies*). Many records are now being retained in electronic format. In these circumstances, if the agency does not have ownership of the records, they must have guaranteed access for the retention times listed.

Informational and Reference Materials

These are materials which may aid in or support the conduct of official agency business but are not critical to continued operations and typically are considered non-record materials; items often produced outside the agency; and duplicate copies or material retained elsewhere. These materials are retained solely for the ease of access and reference. When reference materials are not included as part of another record series (an agency study, for example), they should only be kept until no longer needed and then destroyed. Examples of informational and reference materials: externally created brochures and publications, duplicate copies of memoranda which do not require action by the receiving unit, literature not related to day-to-day activities, and some tracking tools, such as logs.

Copies of Records (Convenience Copies)

Agencies often make copies of records for internal use for reference purposes. The original record should be designated as the official record and be retained according to an approved records retention schedule. Agencies can destroy all other copies when they are no longer useful but retain no longer than the official record. For FOAA purposes, a convenience copy should never be retained longer than the official record. Otherwise, if there is a FOAA request, that **copy** (which should have been destroyed) will have to be produced.

IMPORTANT NOTE: As stated in these General Schedules, copies can have other purposes with an associated retention if they have a specified purpose separate from the official record (but never longer than the official record). These are not considered convenience copies but are retained to fulfill an administrative, fiscal, or legal purpose for the agency.

Agency Schedules

As stated previously, all government records must be covered by retention schedules. If an agency has records in the office which do not fall under the General Schedules, an agency schedule must be written and submitted for approval to the Maine State Archives. This includes records which are never transferred to the Records Center or Archives and records in any format (including those records kept electronically).

If you are retaining records in your office that fall under the General Schedules, an agency schedule is not necessary. However, if you will be sending records to the Records Center or Archives you will need an agency schedule to provide unique schedule and series identifiers. Before submitting a new schedule be sure a General Schedule doesn't exist. Agencies should contact the Records Management Division with any questions.

How to Use the Schedules

Records (regardless of media) are scheduled for retention by the office which has legal accountability. Additional copies held only for convenience are not records and should be destroyed when no longer needed. (No copies should be retained longer than the original *record copy* and beyond required retention periods.) Drafts and working documents may only need to be retained until no longer needed dependent upon several factors. Drafts and notes incorporated into official files become part of that file and have the same retention period as the other records contained therein. (See Maine State Archives [Advice Bulletin](#) for more information on drafts.)

There are nine schedules. Under each schedule are a list of related record series. Each series has a unique GS number with an attached title and description.

The retention column indicates either 1) a limited period after which the records will be destroyed, or 2) an explanation for how to transfer/retain archival materials.

Retention starts at some trigger event - something which occurs to initiate the beginning of the retention period. Typically, for most state government records, it is when a record is considered closed (when the normal business process has concluded). For other records it could be based on a specific event such as the close of a Legislative session; termination of employee; specific age of client; or settlement of litigation. By default, any retentions not specifically noted in these schedules begin when records are considered closed.

<p>These schedules will remain in effect until replaced, withdrawn, or superseded by the Maine State Archives. In the event of a change in the retention or disposition of records listed in the State General Schedules, the State Archives will notify all agency Records Officers.</p>

STATUTORY AUTHORITY: [5 MRSA, Chapter 6](#)

EFFECTIVE DATE: March 10, 2022

RECORD RETENTION SCHEDULES

State General Schedule 1 - Administrative Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTES: 1) Copies of any published reports under Schedule 1 must be sent to the Maine State Library per [Title 1, Chapter 13, Section 501-A](#) (either in paper format or electronically). 2) In order to provide unique identifiers, any series below requiring transfer to the State Records Center or Archives must first be written on an **agency schedule** (submitted and approved) before records can be sent.

Series	Title	Description	Retention
GS1.1	Annual Reports	Annual reports prepared by agencies describing functions, activities, and events of the past year. Reports may include organizational charts.	Archival. Retain 6 years in agency after superseded then transfer to State Archives; agencies may wish to retain a copy in the office for convenience purposes.
GS1.2	APA (Administrative Procedures Act) Rules	The A.P.A. establishes a uniform, comprehensive set of procedures covering: The administrative actions of state agencies, including rulemaking, advisory rulings, adjudicatory proceedings, and licensing; and Judicial review of those actions. Rulemaking includes all the steps an agency must follow to give a rule legal effect. The process begins when the agency determines that a rule should be created, amended, or repealed, or the agency receives a request from the public to adopt or modify a rule. The process is completed when, after the agency has properly performed all the intervening steps, the Secretary of State accepts the rule for filing. The Maine Administrative Procedure Act (A.P.A.) may be found in statute at 5 MRSA sec. 8001 through 11116 .	Retain current rules and associated rulemaking record in agency for as long as any portion of the adopted rule remains in effect, then destroy Note: Secretary of State/CEC retains filings and sends them to the Maine State Archives
GS1.3	Attorney General Opinions	Opinions relating to interpretation of the law. Record copy is retained by Attorney General for current business; other copies may be destroyed when opinion is no longer applicable.	Retain agency copies until opinion is no longer applicable then destroy Note: Attorney General's Office sends these records to the Maine State Archives

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.4a	Disaster or Emergency - Preparedness Plans	Agency copies of disaster and emergency preparedness plans for staff and facilities. Records may include, but are not limited to, correspondence, memoranda, risk assessments and studies, disaster/contingency and evacuation plans and building maps, supporting materials used to develop plans, and training and materials.	Retain until superseded then destroy
GS1.4b	Disaster or Emergency - Response/Recovery Records	Agency records documenting responses to and recovery from significant emergency or major disaster (such as major fires, flooding, pandemics, etc.) where non-routine methods and procedures are used, including the utilization of special resources and outside assistance. These types of incidents will typically disrupt or suspend normal agency operations.	Archival. Retain 6 years after matter resolved/recovery complete then transfer to Archives
GS1.5a	Equipment/Asset Inventory	Running inventories of equipment such as audiovisual equipment, tools, laboratory equipment, and furniture that describe each item of property, indicate its location, and provide cumulative totals of each type of agency-owned or leased equipment and furniture. These records are often maintained as manual card files or computer databases.	Retain 6 years after date of document then destroy
GS1.5b	Equipment/Motor Vehicle Maintenance Records	Records documenting service and repairs to agency equipment or to motor vehicles assigned to or owned by an agency. These records normally include maintenance orders, logs, copies of fiscal documents such as requisitions or purchase orders for parts or services, warranties, operation and repair manuals, and parts lists.	Retain 3 years after equipment or vehicle is sold, transferred, or otherwise disposed then destroy
GS1.6	Forms and Templates File	Blank forms, templates, and letterhead used to create agency records.	Retain until superseded or obsolete then destroy.

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.7	Freedom of Access Act Requests (FOAA)/Public Records Requests	Records relating to requests from the public for access to the agency's public records in accordance with Title 1, Chapter 13, Subchapter 1 . Records may include correspondence relating to the request and records documenting the public records provided to the requestor (copies or lists of the records provided, etc.). Records close upon completion of request.	Retain 1 year after completion of request, then destroy
GS1.8a	Grants - Denied Applications	Documentation of grants in which the application has been denied. May include applications, grant evaluation summaries, working papers, letters of denial, and other related documentation.	Retain 1 year after grant application denied then destroy
GS1.8b	Grants - Issued by State Agencies	Records may include grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, grant project status, fiscal reports, correspondence related to grant monitoring, audit reports, progress and compliance reports prepared and submitted by the grantee and related documentation.	Retain 6 years after end of grant period then destroy
GS1.8c	Grants - Received by State Agencies	Documentation of grant projects and funds received and expended by state agencies. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports, compliance reports, grant modification requests, and progress reports. Excludes final reports, publications or major studies related to the grant (covered by other archival schedules under GS1).	Retain 6 years after end of grant period then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.9	Legislative File	Reference copies of records concerning legislative matters affecting the agency. Files may include legislative bills and other related records. These records are maintained by agency officials to allow for available reference of legislative activity relating to specific programs. Records may also contain information tracking proposed legislation.	Retain until no longer needed for reference purposes then destroy Note: Legislative bills and other related records are sent to Archives by sections of the Legislature.
GS1.10	Maine State Employees Combined Charitable Appeal Campaign (MSECCA)	These records support the Maine State Employees Combined Charitable Appeal Campaign (MSECCA) program, a coordinated campaign to encourage financial support from state employees for various charitable agencies. The records are used for accountability of how employee's contributions are distributed to the various charitable organizations. All records pertaining to the annual campaign.	State Program Administrator - retain records until new State agency administrator appointed and transfer campaign program records. Agency team leaders - retain records until next campaign then destroy
GS1.11	Mission Statements	This series documents the fundamental reason for the existence of a state agency. The Mission Statement reflects the values, beliefs, philosophy, and culture of the agency, providing a means for the administration to make decisions on the agency's behalf.	Archival. Retain 6 years in agency after superseded then transfer to State Archives; agencies may wish to retain a copy in the office for convenience purposes.
GS1.12a	Operational Plans - Major	Comprehensive plans for the administration, reorganization or operation of an entire agency or major subdivision. Administrative and operational plans do not include mission-related or program-specific plans.	Archival (evaluated). Retain 6 years after superseded or obsolete. Typically, these records will be Archival and will be evaluated on a case-by-case basis.
GS1.12b	Operational Plans - Routine	Plans developed to guide administrative and routine operations in program areas. These records typically include program unit weekly, monthly, and yearly work plans and plans for specific projects.	Retain 3 years then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.13a	Policies and Procedures - Major	Major administrative policies and procedures generally are issued by the agency head, chief administrative officer, or an executive level office to address agency wide operations, critical agency functions, or issues of public visibility or concern or to regulate activities outside the agency. Major policies and procedures are formally promulgated and often take the form of formal directives, formal policy memoranda, printed or published procedures, bulletins, orders, rules, notices, or formal policy and procedural manuals.	Archival (evaluated). Retain for 6 years after superseded or withdrawn. Typically, these records will be Archival and will be evaluated on a case-by-case basis.
GS1.13b	Policies and Procedures - Routine (Internal Operations)	Administrative policies and procedures governing routine, day-to-day operation of an office or program unit. These records may include memoranda, orders, guidelines, manuals, or other instructions which can be directive in nature but pertain to the internal administration of an agency or program unit and would not impact citizens or be of any historical significance to the agency.	Retain until superseded then destroy
GS1.14	Press Releases (Official) - Significant	This series documents the official release of information to the media informing the public of significant agency events and actions. These press releases provide important information to the citizens of the state regarding agency matters (programs, policies, or events) which constitute high importance and could have a significant impact to the public. Records may include photographs, audiovisual recordings, transcripts of speeches, websites, social media records.	Archival. Retain 6 years after date of issue then transfer to Archives
GS1.15	Public Relations Records - Routine Information	News, press releases, or any public relations files maintained or issued by an agency which documents routine information but does not document historically significant events.	Retain 6 years after day of issue then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.16	Publication and Duplication Services	Records of publication and duplication services provided to state agencies. May include production requests, orders, job descriptions and specifications, samples, and proofs. May also include publication design records and related files.	Retain for 3 years then destroy
GS1.17	Publications	Publication created by state agencies for general public distribution, regardless of format, that documents agency history, agency-related functions, or agency activities. Publications contain important facts and statistics about the operation of the agency and its policies; providing information which aids in the understanding of agency history and its administrative functions.	Archival. Retain 6 years in agency then transfer to Archives. A copy of any publication as described under Title 1, Chapter 13, Section 501-A must be transferred to the Maine State Library (paper or digital format).
GS1.18	Received Directives, Reports, Policies, and Procedures	Directives, reports, policies, procedures, and bulletins received from outside the agency or other offices within the agency. File includes reference copies of agency bulletins, policies, and procedures.	Retain until superseded or obsolete then destroy
GS1.19a	Reports and Studies File - General Office	Records concerning the internal performance of an agency, department, program, or project, or the internal planning of future programs or projects.	Retain monthly, bimonthly, or semi-annually office reports 3 years then destroy. Retain daily activity reports, workload measurements, and other reports prepared on a daily or periodic basis 1 year then destroy.
GS1.19b	Reports and Studies File - Major	Major studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement, or court order. Generally, addresses agency wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern.	Archival (evaluated). Retain for 6 years after superseded or no longer applicable. Typically, these records will be Archival and will be evaluated on a case-by-case basis.

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.20	State Agency Activities – Multimedia (not recordings of meetings)	This series documents state agency activities and functions in multimedia format. Such activities may document the administrative functioning of an agency, its programs, operations, and training and contribute to the understanding of the administrative history of an agency. When creating multimedia records, it is important to identify the event being recorded and people participating.	Retention is variable depending on subject matter. An agency schedule would need to be written and retention would be based on the content/value of the material.
GS1.21a	State Events and Programs - Historic	Records that document significant events or the history and development of the agency and its programs. Records in this series may document a program, project, event, or issue that: results in a significant change affecting the agency and/or the citizens of Maine; involves prominent people, places, or events; or results in media attention statewide or nationally. Records may include: Photographs, audiovisual recordings, transcripts of speeches; Samples/designs of logos, commemorative items; Websites, social media records; Planning and coordination records. Note: Be certain that materials do not fall within other records series.	Archival. Retain 6 years in agency then transfer to Archives
GS1.21b	State Events and Programs - Routine	This series documents the agency's involvement in routine celebrations/ceremonies/events which do not contribute to policy or the history of the agency. Records may include: Photographs, audio/visual recordings; Websites, social media records, etc.; Planning documents.	Retain 3 years then destroy
GS1.22	Surplus Property Records	Agency copies of records that identify surplus property and expedite its transfer to State Surplus Property. Records may include requests for transfer, receipts, and supporting documentation that describe the property being transferred.	Retain 3 years then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.23a	Surveys - Responses by State Employees	Individual responses to surveys or questionnaires.	Retain until no longer needed then destroy
GS1.23b	Surveys - Sent by State Agencies	Citizen and customer service surveys and related records addressing agency services, policies, and other concerns.	Retain 1 year then destroy.
GS1.24a	Training Information Records (Training or Workshop materials created by the agency)	Information used to conduct training sessions/workshops. May include training materials, registration and confirmation records, flyers and/or brochures, other presentation material or related documentation, including audiovisual training aids and taped training sessions.	Retain registration records 3 years after end of training/event then destroy. Retain training records 3 years after superseded or obsolete then destroy.
GS1.24b	Training, Workshop and Conference Materials (Attended by Employees)	Records concerning conferences and workshops, or other training sessions attended by agency employees (other than materials included in State Training files). File includes curriculum materials, agenda with applicable dates and other related records.	Retain 1 year after event then destroy Note: Employees may choose to keep some information from training as reference material, but files should be clearly marked as such.
GS1.25	Volunteer Files	Records concerning volunteers within the agency. File includes volunteers' applications, job descriptions, and time logs.	Retain 3 years after end of service then destroy
GS1.26	Work Orders	Work orders submitted for the maintenance and repair of equipment and facilities.	Retain 1 year after completion of work then destroy

State General Schedule 2 - Financial Management

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

Unless otherwise noted, retention begins when records are considered closed (when the normal business process has concluded).

NOTE: Most records below are retained by the [Department of Administrative and Financial Services](#) (DAFS). DAFS would keep financial records to cover required audit periods. If DAFS does not keep have any of the records below, the agency is required to retain records to meet any audit requirements (see for example Cash Receipts). If records are scanned into an electronic document management system (EDMS), the agency must be certain it has access to its records for the required minimum retention periods below.

Series	Title	Description	Retention
GS2.1a	Accounts Payable	Including but not limited to: claims, bills, invoices, delivery slips, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses. (Does not include records related to contracts.)	Retain 3 years then destroy Note: Records related to contracts follow Series GS2.12.c
GS2.1b	Accounts Receivable	All records that serve to document money owed to or received by an agency and its collection or receipt. Records may include: invoices, bills of sale, work orders, customer orders, and similar records. Does not include cash receipts or other similar records which the agency is solely responsible for (not retained at DAFS). See Cash Receipts. (Does not include records related to contracts.)	Retain 3 years then destroy Note: Records related to contracts follow Series GS2.12.c
GS2.2	Allotment Records	Form sent to agency by Bureau of Budget indicating money allotted for expenditures and any request for adjustment during a fiscal year.	Retain 3 years then destroy
GS2.3	Banking Records	Records relating to the agency's banking activities and documenting its banking transactions including, but not limited to: bank statements, canceled checks, deposits, receipts, etc. Typically included with receivables.	Retain 3 years then destroy

State General Schedule 2 - Financial Management

Series	Title	Description	Retention
GS2.4	Budget Records	Documentation of agency development of biennial budget proposals. May include correspondence, reports, memos, drafts, statistics, agency budget request and supporting documentation.	Retain 6 years after end of biennium then destroy
GS2.5	Cash Receipts/Journals	Cash receipts or other cash journal records (such as daily listing of cash received showing date, name of individual or corporation sending money and amount). These are records which the agency is solely responsible for (not retained at DAFS).	Retain 7 years then destroy
GS2.6	Financial Orders	Orders approved by the Governor relating to intradepartmental transfers, requests for expenditures not authorized by other means, etc. May include: Orders pertaining to short term obligations (including so-called "Budget Orders," for the purpose of bringing funds out of allotment reserve); Orders pertaining to long term obligations (contracts, leases, etc.).	Retain for 3 years then destroy Note: Secretary of State - CEC keeps these records as Archival
GS2.7	Financial/Summary Reports	Reports and studies created for fiscal, accounting, and administrative review or analysis by the agency, another state agency, a federal agency, or an external party, including analysis of income and expenditure reports, outstanding purchase order lists, and other internal summary reports. Does not include financial reports which would have significant historic value or be included as a major study. (See series GS1.21b)	Retain 3 years and destroy
GS2.8	Internal Billing	Intragovernmental bills (one State agency billing another for goods or services) and related forms.	Retain 3 years then destroy
GS2.9	Journals	Journals used to indicate transfers of funds, error correction and journal entries used in lieu of accounts payable.	Retain 3 years then destroy

State General Schedule 2 - Financial Management

Series	Title	Description	Retention
GS2.10	Petty Cash	The records being retained will include the requests for a petty cash check, possibly the request for reimbursement, bank statements; cancel/voided checks, deposit slips and documentation; and miscellaneous correspondence regarding the petty cash account.	Retain 3 years then destroy
GS2.11	Procurement Card Records	Receipts documenting use of State-issued employee procurement cards.	Retain 7 years then destroy
GS2.12a	Purchasing Records - Bids, Requisitions & Purchase Orders	Records related to the purchase of goods and services which do not require a contract, including purchase requisitions and justifications, vendor solicitations, requests for proposal, price quotations, purchase orders, receipts, and other supporting documentation.	Retain 3 years then destroy
GS2.12b	Purchasing Records - Cancelled Bids File	Agency records pertaining to bids for goods or services which were cancelled without an award being made. Records include purchase requisitions and justifications, vendor solicitations, requests for proposals (RFPs), price quotations and related records.	Retain 1 year after reward of the contract then destroy
GS2.12c	Purchasing Records - Contracts and RFP's	Records related to the purchase of goods and services requiring a contract, including purchase requisitions and justifications, vendor solicitations, requests for proposal, price quotations, contracts, bid proposals, specifications, and other supporting documentation.	Retain 3 years after expiration of related contract then destroy
GS2.13	Travel Requests Reimbursements	Authorizations and requests for reimbursement for travel and related expenses. Includes travel authorization, arrangement, travel receipt documentation, and reimbursement of expenses (including advance payments).	Retain 3 years then destroy
GS2.14	Vendor Files	Documentation of agency disbursements. May include all documentation related to purchases by agencies, providing a record of payments to vendors and other agencies for goods and services.	Retain 3 years then destroy

State General Schedule 3 - Payroll Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

Unless otherwise noted, retention begins when records are considered closed (when the normal business process has concluded).

NOTE: The [State Controller's Office](#) retains official State employee payroll records for 60 years. Individual agencies must keep employee records or have access to electronic records for the determined retention periods below.

Series	Title	Description	Retention
GS3.1	Employee Timesheets	Weekly time and attendance record completed and signed by employee and verified by supervisor showing hours worked, vacation, sick leave, and overtime (paper or electronic).	Retain 6 years then destroy
GS3.2	Health and Dental Insurance Exceptions	Lists all payroll deductions to the monthly health and dental insurance billings.	Retain 3 years then destroy
GS3.3	Human Resource Profile	Personnel authorizations effecting changes in employee's pay.	Retain 3 years after file becomes inactive then destroy
GS3.4	Payroll Deduction Authorizations	Listing of all voluntary payroll deductions from employee checks (i.e., health insurance, union dues, credit union, etc.)	Retain 3 years after termination of employee then destroy
GS3.5a	Payroll Register - Exception Copy	(Last page only) Contains gross wage and deductions for given pay date and authorized signatures of agency.	Retain 3 years then destroy
GS3.5b	Payroll Register - Paid Copy	Actual paid copy of payroll registers, contains all paycheck information for each State employee.	Retain 3 years then destroy

State General Schedule 4 - Personnel Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

Unless otherwise noted, retention begins when records are considered closed (when the normal business process has concluded).

NOTE: The [Bureau of Human Resources](#) is the official recordkeeper of personnel records. Examples of records kept by BHR include: Personnel Records (transaction records only) retained for 60 years once file becomes inactive; Classification files 30-40 years. Individual agencies must keep employee records or have access to electronic records for the determined retention periods below.

Series	Title	Description	Retention
GS4.1	Administrative Report of Work Content (FJA-1)	Individual job description/task statements for each position in State service. A new FJA-1 is prepared whenever duties are changed. BHR will maintain grieved FJA for 3 years following resolution of grievance; all other FJA's (agency copies and BHR record) may be replaced whenever changes are made in job.	Retain until updated then destroy
GS4.2a	Class Specifications (Appealed)	Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work Content (FJA-1), appeals and award decisions, Bulletin Announcement, PER-50, and related documents and correspondence. Also, JA-20 and cover form to FJA-1 material. Agencies are not responsible for maintaining appeal materials.	Retain until updated then destroy
GS4.2b	Class Specifications (Not Appealed)	Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work content (FJA-1), Bulletin Announcement, PER-50, and related documents and correspondence. Also, JA-20 and cover form to FJA-1 material.	Retain until updated then destroy

State General Schedule 4 - Personnel Records

Series	Title	Description	Retention
GS4.3	Employee Health Records (Routine)	Records relating to the health of employees (not covered by Employee Medical and Exposure Records or other series). Records may include: ergonomic assessments (for routine prevention and if non-injury-related); ADA accommodation records; documentation of known medical conditions (for awareness in case of medical emergency); documentation of ongoing medical treatment (if necessary for job performance/reasonable accommodation); requests/approvals for use of Family and Medical Leave Act (FMLA). May be used to verify eligibility for sick leave, workers' compensation benefits, FMLA, ADA accommodation requests; and supporting medical documentation.	Retain as part of Personnel Folder - 10 years after separation from State service, then destroy.
GS4.4	Employee Medical and Exposure Records	These are occupational medical records retained for employees potentially exposed to toxic or hazardous substances. Exposure records may include (but not limited to): Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; material safety data sheets indicating that the material may pose a hazard to human health. Medical records may include (but not limited to): medical and employment questionnaires or histories; results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes, and recommendations; employee medical complaints.	Retain 30 years after separation from State service then destroy (per OSHA requirement 29 CFR 1910.1020)

State General Schedule 4 - Personnel Records

Series	Title	Description	Retention
GS4.5	Employee Personnel Records	<p>Records include: applications, salary history, disciplinary records, performance appraisals, job histories, leave authorizations, termination documents, related documents, and correspondence.</p> <p>Retention and management instructions: When an employee transfers to another state agency, the complete personnel folder transfers to the new agency. When an employee terminates (is no longer an employee of State government) the last employing agency will be responsible for retaining employee personnel records for 10 years (after termination). If an employee returns within those 10 years, the file becomes reactivated.</p> <p>Note: Retain disciplinary records for up to 5 years. Retention is counted for active service, not calendar time. If an employee leaves State service with active discipline in the file that discipline remains until employee returns or complete file is destroyed. If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.</p>	See Description for Retention Requirements
GS4.6	Employee Recruitment and Hiring Records	All records which document the selection process and justify the selection decision, including but not limited to: Job announcements and postings; Job description and qualifications; Eligibility lists for specific positions; Applications, resumes and test results; Applicant profile data; Scoring, ranking and selection criteria; Interview questions and evaluations; Background and criminal history checks; Reference check questions and answers.	Hired Candidates: transfer records to the employee's official personnel file. Non-hires: Retain 3 years after completion of recruitment/hiring process then destroy (unless grieved). If grieved destroy 3 years after resolution of grievance.
GS4.7	Employee Suggestion Program	All documentation regarding an agency's Employee Suggestion Program. May include applications, correspondence, award ceremony documentation and evaluations.	Retain adopted suggestions 6 years then destroy; retain non-accepted suggestions 1 year, then destroy
GS4.8	Employee Training Records	All certifications, certificate, and related documentation, for employee required/state training.	Retain 4 years after employee leaves state service then destroy

State General Schedule 4 - Personnel Records

Series	Title	Description	Retention
GS4.9	Employment Eligibility Verification (Form I-9)	Completed I-9 forms (federal employment eligibility verification forms) and related records for each agency employee.	Retain until employee leaves state service plus 3 years from date of hire or 1 year after separation, whichever occurs later then destroy
GS4.10	Grievance/Investigation Case Records	Agency copies of grievances made by employees against an agency or investigations by agency against an employee, including initial statements, responses, appeals, decisions, and supporting materials such as correspondence, exhibits, depositions, notes, recordings, transcripts, referrals, appeals, and copies of arbitration decisions.	Retain 3 years after final resolution then destroy
GS4.11	Human Resource Profile	See General Schedule 3 (Payrolls and Authorizations Series). This form is frequently treated by State agencies as part of the employee's payroll record, because it is the document used to authorize change/increase in rate of pay.	Retain 3 years then destroy
GS4.12	Incident File Records	Records of employee commendation/counseling; corrective action memos; related correspondence between employer and employee.	Destroy after yearly performance appraisal has been prepared and grievance deadline has expired, unless grieved. If grieved, destroy 3 years after resolution of grievance.
GS4.13	Leave Files	Requests and authorizations for vacation, compensatory, sick, and other types of authorized leave, and supporting documentation.	Retain as part of Personnel Folder - 10 years after separation from State service, then destroy.
GS4.14	Position Detail Record	Computer-generated history of each position in State service. Shows current and previous incumbents, salary scale, and classification.	Retain until updated then destroy

State General Schedule 4 - Personnel Records

Series	Title	Description	Retention
GS4.15	Supervisors Files on Individual Employees	Items which should be kept in a supervisory folder include the following: current job description; current performance review; any commendations/counseling's done within the last year (initialed by employee); copy of any disciplinary actions taken within the last year (unless the problem is ongoing) - original goes to agency HR; any documentation of meetings held, memos to staff, etc. (initialed by employee). Items which a supervisor should not keep include the following (these are retained by agency HR): doctor's notes or medical records, FMLA forms, and reasonable accommodation requests.	See Description for Retention Requirements Note: These are copies retained by individual supervisors. Agency HR keep required employee personnel files for the agency per this schedule.
GS4.16	Workers Compensation Files for State Employees	Employer's First Report of Occupational Injury, Employee's Report of Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandum of Payment or Notice of Controversy Form, Informal Conference Report, Medical Reports, and related correspondence.	Retain until employee leaves state service

General Schedule 5 - State Agency Correspondence

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTES: 1) Correspondence may include incoming or outgoing messages, depending on who is responsible for retaining the official record. Correspondence can be in any media format (email messages, printed letters, responses, and related records). 2) In order to provide unique identifiers, any series below requiring transfer to the State Records Center or Archives must first be written on an **agency schedule** (submitted and approved) before records can be sent.

Series	Title	Description	Retention
GS5.1	Correspondence Containing Inadvertently Disclosed Privileged or Confidential Information	Records, including correspondence, attachments, enclosures, and embedded metadata, received by a lawyer subject to the Maine Rules of Professional Conduct that contain inadvertently disclosed privileged or confidential information.	Return, destroy, or sequester records or portions of records as may be required by the Maine Rules of Professional Conduct. Otherwise follow the retention period for the appropriate record series.
GS5.2	Executive/Official Correspondence	Correspondence pertaining to the formulation, planning, and implementation of the programs, services, or projects of an agency and the regulations, policies, and procedures that govern them. This series is intended for commissioners and division directors for correspondence documenting executive decisions made regarding agency interests (not filed as part of another approved record series).	Retain 2 years then transfer to Archives NOTE: Attention should be given to content. In other words, just because something is written by a commissioner does not necessarily make it an archival document.
GS5.3	General Correspondence	Correspondence made or received in connection with the transaction of public business, not covered by a more specific records series. Consists of routine correspondence of a general nature associated with administrative practices which do not create policy or procedure, document the business of a particular program or act as a receipt. Includes, but is not limited to: Requests for and provision of information/advice; agency-initiated information/advice.	Retain 2 years then destroy

General Schedule 5 - State Agency Correspondence

Series	Title	Description	Retention
GS5.4	Non-Business-Related Correspondence	Correspondence neither received or prepared for use in connection with the transaction of public or governmental business, nor containing information relating to the transaction of public or governmental business. Examples may include: spam or junk mail, personal messages, or unsolicited messages from coworkers such as jokes, news reports or announcements which are non-work related and promotional materials from vendors.	Delete/destroy immediately
GS5.5	Program Correspondence	Correspondence relating to specific agency programs which documents work accomplished, transactions made, or actions taken. These records are created while administering agency functions and programs and should be filed as part of the program records or per the retention schedule established for the specified agency program.	Program Correspondence Varies - File with related record series. If none exists, establish appropriate agency retention schedule.
GS5.6	Transitory Correspondence	Records of short-term interest, which have minimal or no documentary or evidential value. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory records include: routine requests for information or publications which require no administrative action, no policy decision, and no special compilation or research for reply; announcements of office or government events such as holiday parties, charity events or similar records; records documenting routine activities containing no substantive information, such as routine notifications of meetings; letters of thanks, invitations, and responses to invitations.	Retain until no longer needed (should be no longer than 30 days)

General Schedule 6 - Electronic/Information Technology Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTE: There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, voice mail/voice messaging, or any other current or future electronic messaging technology or device. Retention periods are determined by the content, nature, and purpose of records, and are based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications would typically fall under the State Correspondence Schedule.

Series	Title	Description	Retention
GS6.1	Data Documentation (Metadata)	Records (sometimes known as metadata) generally created during system or application development or modification and necessary to access, retrieve, manipulate, and interpret data in an automated system, that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. May include: data element dictionary, file layout, codebook or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Retain 3 years after discontinuance of system or application, but not before system or application data is destroyed or transferred to a new structure or format.
GS6.2	Digitization and Scanning Files	These are records that are being scanned for the purpose of the entire record being captured in another format. Anytime agencies are planning to scan records into an electronic management system, the State Archives should be notified and approve the system being used for retention purposes. Only those records on approved schedules and those records which are non-archival are eligible for "scanning and tossing."	Source documents: For new programs, retain source documents for 1 year then destroy; established scanning programs, retain source documents until verified/indexed; archival documents, retain permanently Scanned electronic documents: Retain according to retention schedules and purge accordingly

General Schedule 6 - Electronic/Information Technology Records

Series	Title	Description	Retention
GS6.3	Email Messages	Email messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters. Email messages also contain features commonly associated with traditional records systems, including calendars, directories, distribution lists, and attachments such as word processing documents, spreadsheets, or images that are incorporated into an email message.	Retain according to Schedule 5 or another approved agency correspondence schedule.
GS6.4	Help Desk Telephone Logs and Reports	Records, including records generated from automated help desk ticketing systems, used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	Retain 1 year after creation then destroy.
GS6.5	Network Site/Equipment Support Files	Records documenting support services provided to specific sites and computer-to-computer interfaces on a network, including site visit reports, trouble reports, service histories, and correspondence and memoranda.	Retain site visit reports, trouble reports, and routine correspondence 3 years after creation then destroy. Retain service histories and other summary records after the related equipment or site is no longer in use. Destroy all records after retention has been met.
GS6.6	Services and Order Requests, Telecommunications	Requests by state agencies for telephone service, installation or repairs, and responses to the requests. May include requests for voicemail, network and data circuit services and other telecommunications services.	Retain for 3 years after request is filled or repairs are made then destroy

General Schedule 6 - Electronic/Information Technology Records

Series	Title	Description	Retention
GS6.7	Social Media Records	<p>Social media refers to the various activities integrating web technology, social interaction, and user-generated content. Agencies use social media internally and externally to share routine agency information, support their business processes, and connect the public to state government. Social media includes blogs, microblogs (Twitter), video sites (YouTube, TikTok), image sharing services (Flickr, Instagram), networking sites (Facebook, LinkedIn), and other interactive sites.</p> <p>NOTE: Maine State Archives recommends all agencies who use social media develop policies and procedures for regular identification, retention and capture of social media records. MSA is currently working on a pilot project for automated capture of social media records. Until/if this is something which can be utilized as a state-wide program, each agency is responsible for the management of their social media records.</p>	<p>If the information posted or received on a social media platform documents government business, the post is likely a government record. Agencies need to retain posts which are public records for at least the minimum retention period listed for those records in approved records retention schedules. If the information in a post exists elsewhere or it is not the official record copy, then it may be duplicate information with no retention requirements. If a post simply points to external resources, it may be transitory information and can be deleted as soon as the agency purpose has been served.</p>
GS6.8	Summary Computer/Network Usage Reports	<p>Summary reports and other records created to document computer and network usage for reporting or cost recovery purposes.</p>	<p>Retain 3 years then destroy</p>
GS6.9	Summary or Extracted Data Files	<p>Summary or aggregate data from a master file or database, including “snapshots” of data, created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program-specific needs.</p>	<p>Retain until after data is distributed and, if necessary, receipt is acknowledged then destroy.</p>
GS6.10	Websites	<p>Agency websites provide access to records that document an agency's duties and activities. Websites may be static with content added and removed on a regular schedule or they may be interactive and dynamic where content is pulled together at the user's request from data in agency databases. Records commonly found on agency websites include: publications, meeting minutes, annual reports, photos, press releases, maps, organizational charts, policies and procedures, and mission statements. Websites may also serve as access points for data in agency databases. Agencies need to analyze the content of their websites and inventory the records that are found on the site to confirm duplicate data found elsewhere and what records are unique, requiring an agency retention schedule.</p>	<p>Retain duplicate copies of records until no longer needed by the agency then destroy. Retain official records as determined by approved agency retention schedules (those not captured elsewhere). Any archival publications on the web as defined by Title 1, Chapter 13, Section 501-A must be sent to the Maine State Library.</p>

General Schedule 7 - Records Management

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTE: Records Management retains the following records: Authorization for Records Center Use forms - 5 years; Disposition Notification forms (for those records retained at the Records Center and Archives) - permanent; Application for Record Retention Schedule and Record Series Inventory forms - permanent; Transmittal forms - permanent

Series	Title	Description	Retention
GS7.1	Access Authorization/Records Officer Designation	Application for issuance of Records Center Access Cards including designating Records Officers and Assistant Records Officers for various State Agencies.	Retain until obsolete (a personnel change occurs) and access card numbers become invalid
GS7.2	Records Disposition Documentation	Records documenting authorized destruction of agency records. These include Records Center Disposition Notification forms or other records which the agency uses to document the disposal of its records. Internal documents are intended for program records under agency retention schedules documenting the major functions of the agency and not for transitory/general records. The purpose is to protect the agency if there is ever a question regarding proper record destruction. Includes both paper and electronic records. Each record series being disposed of should include the following information: Schedule/Series number; series title; inclusive dates of the records; media type; file list; record volume/file size; manner and date of disposition.	Records destroyed in agency: retain 10 years after disposal/purging of associated records Records sent to Records Center/Archives: retain 2 years after destruction of associated record transmittals
GS7.3	Records Inventory Files	Descriptive inventories of agency records indicating the titles, contents, locations, volume, inclusive dates, and other attributes of those records.	Retain until superseded by a new or updated inventory then destroy

General Schedule 7 - Records Management

Series	Title	Description	Retention
GS7.4	Records Retention Schedules	Copies of records retention schedules approved by the Maine State Archives, Records Management Department for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Schedules provide the minimum timeframes the records must be retained and include instructions for their disposition. They are the primary tool for an agency's management of its records. Schedules are inclusive of all records that are specific to an agency and provide accountability for their creation and maintenance. Records include Application for Record Retention Schedule and Record Series Inventory forms.	Retain current version of the schedule in agency until superseded then destroy (Records Management retains all versions permanently.)
GS7.5	Records Retrieval/Reference Records	This record series documents the retrieval and refiling of records stored in a records management or archival facility. The series may include, but is not limited to, reference and records retrieval and refile requests such as the Maine State Archives/Records Center Request for Reference Service form.	Retain 1 year after return of documents or after receipt of archival or electronic copies, then destroy
GS7.6	Transmittal Documents	This series documents the transfer of records from the creating agency to either the Maine State Archives or the State Records Center as provided for in the agency's approved records retention schedule. The transmittal specifies the records that are being transferred by schedule/series number, title, and date span. It also lists each box with first and last file items and dates, providing an index to the records being transferred and providing specific information as to the location of the records in the Archives/Records Center.	Retain transmittals 2 years after related materials are disposed then destroy. Archival records retain permanently.

General Schedule 8 – Meeting and Board Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTES: 1) Boards, commissions, councils, task forces, etc., that were established by statute or Executive Order, or that establish or administer policy are examples of entities for which minutes should be created and retained per [MRS Title 1, §403. MEETINGS TO BE OPEN TO PUBLIC; RECORD OF MEETINGS](#). 2) In order to provide unique identifiers, any series below requiring transfer to the State Records Center or Archives must first be written on an **agency schedule** (submitted and approved) before records can be sent.

Series	Title	Description	Retention
GS8.1	Associations and Organizations File	Records concerning local, state, or national associations, organizations, and committees with which the agency or staff is involved.	Retain 2 Years then destroy
GS8.2a	Committee/Board Appointment Records	This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. Records may include, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, and related correspondence.	Retain 3 years after term of office ends or board member leaves service; or committee/board is abolished then destroy
GS8.2b	Committee/Board Appointment Records: Non-Selected Applicants	This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. Records may include, applications, letters of recommendation, and related correspondence and supporting documentation.	Retain 2 years then destroy; unless personnel action/litigation, then keep records until the later of 2 years or resolution of the action/litigation.
GS8.3	Meeting Notes - Boards and Commissions	Preliminary notes made by the secretary during the meeting, used to prepare the official minutes for approval and adoption.	Retain until official minutes are approved then destroy
GS8.4	Minutes and Files of General Office Meetings and Internal Committees	Minutes, agendas and meeting files from office staff meetings, internal committees, and other internal meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication but where agency policy decisions are not coordinated. Records may also include audio-visual/electronic recordings.	Retain all records 2 years then destroy
GS8.5	Minutes and Files of Policy Setting Meetings (other than Boards)	Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations for an agency or a number of agencies. May include audio-visual/electronic recordings.	Retain for 6 years in the agency. Typically, these records will be Archival and will be evaluated on a case-by-case basis.

General Schedule 8 – Meeting and Board Records

Series	Title	Description	Retention
GS8.6	Minutes of Meetings - Boards and Commissions (see notation under schedule title)	All official meetings held or conducted by boards and commissions, where official minutes are kept with an accurate record of votes and actions. Records may include, but not limited to: agendas, meeting/agenda packets (briefs, reference materials, etc.); speaker sign-up, written testimony; minutes. Minutes typically contain the date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, and actions taken. Records may include audiovisual/electronic recordings documenting the actual proceedings.	<p>Archival Records: Retain minutes, agendas and meeting and background files 5 years then transfer to Archives. Note: Published minutes must be sent to the Maine State Library (see GS 1.17 Publications)</p> <p>Recordings: Retain audio, video, electronic (including webcast) and other recordings of meetings 5 years after approval of meeting minutes then destroy. If recordings are the only documentation of the meeting as noted in Title 1, §403, subsection 2, they would be considered a permanent record and be retained 5 years after date of meeting then transferred to Archives.</p>

General Schedule 9 - Miscellaneous/Short-Term Materials

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTE: The items below are common materials often found in the office which are either considered non-record materials or records with short term value. Although each retention below states until no longer needed, many of these would be non-records which should be deleted immediately or transitory which should be kept no longer than 30 days.

Series	Title	Description	Retention
GS9.1	Agency Information – Routine (short-term)	Internal and external requests for, and provision of, routine information about the operations of the agency, such as: Business hours, locations/directions, web/email addresses; Meeting dates/times.	Retain until no longer needed for agency business then destroy (Should be no longer than 30 days)
GS9.2	Agency-Generated Forms and Publications - Copies (typically non-record)	Blank forms and duplicate copies of publications, provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to: Reports, catalogs, brochures, calendars, posters; Multi-media presentations (videos, CDs, etc.).	Retain until no longer needed then destroy
GS9.3	Duplicate Copies of Agency Records (typically non-record)	Duplicate or extra copies of records held by agency program units for administrative reference purposes, when the record copies are retained to meet legal, fiscal, administrative, and other retention requirements and needs and when the non-record copies are not subject to any legal, fiscal, or other specific retention requirements. Includes, but is not limited to: Data extracts and printouts from agency information systems.	Retain until no longer needed then destroy
GS9.4	General Information – External (non-record)	Information received from other agencies, commercial firms, or private institutions, which requires no action and is not needed for direct agency business purposes. Includes, but is not limited to: Catalogs, reports, multi-media presentations (videos, CDs, etc.); Informational copies, notices, bulletins, newsletters, announcements; Unsolicited information (junk mail, spam, advertisements, etc.).	Retain until no longer needed then destroy

General Schedule 9 - Miscellaneous/Short-Term Materials

Series	Title	Description	Retention
GS9.5	Reference Material (typically non-record)	Materials which may aid in or support the conduct of official agency business, but which are not critical to continued operations; typically, items produced outside the agency or duplicate copies of material retained elsewhere. These materials are retained solely for the ease of access and reference and are not included as part of another record series. Examples may include: publications or brochures, news clippings, magazines, books, reports, professional literature not related to day-to-day activities; and duplicate copies of other records retained for reference purposes only.	Retain until no longer needed (including for reasonable referral purposes) then destroy
GS9.6	Transitory Records (short-term)	Public records that only document information of temporary, short-term value, provided that the records are not needed as evidence of a business transaction and not covered by a more specific records series. Includes, but is not limited to: Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.); Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s); Telephone messages (including voicemail, digital voice messages, etc.); Letters of transmittal which do not add any information to the transmitted materials.	Retain until no longer needed for agency business then destroy (Should be no longer than 30 days)

APPENDIX A – REMOVED / OBSOLETE SERIES

The following record series have been removed because they are outdated or are covered by other record series; replaced/rewritten to update language; or consolidated with other record series to capture the nature of the General Schedules. If there are any questions regarding these obsolete series, please contact Records Management.

Schedule	Series	Heading	Title
1	3	Vendor Series	DELIVERY SLIPS
1	6	Vendor Series	EXPENSE ACCOUNTS ET AL
1	7	Vendor Series	VENDOR SERIES CORRESPONDENCE
1	9	Vendor Series	CHECK CANCELLATIONS
1	12	Vendor Series	DEBTOR INVOICE
1	13	Vendor Series	PAYMENT VOUCHER FORM
1	14	Vendor Series	ACCOUNTING DISTRIBUTION SHEET
1	15	Vendor Series	ACCOUNTS PAYABLE TRANSMITTAL FORM
2	1	Accounting Series	Ledgers/Journals ENCUMBRANCE LEDGER
2	3	Accounting Series	REQUEST FOR ADJUSTMENT OF ALLOTMENT
2	4	Accounting Series	ANALYSIS OF INCOME AND EXPENDITURE
2	5	Accounting Series	SUMMARY OF APPROPRIATION EXPENDITURES AND INCOME
2	6	Accounting Series	INCOME & EXPENDITURE SUMMARY BY CHARACTER & OBJECT
2	7	Accounting Series	OUTSTANDING PURCHASE ORDER LIST
2	9	Accounting Series	ACCOUNTING SERIES CORRESPONDENCE
2	10	Accounting Series	PROJECT TRACKING DOCUMENTS
2	11	Accounting Series	ACCOUNTING SERIES
3	5	Payrolls & Authorizations	State Vehicles for Commuting Forms
4	1	Income Series	CASH RECEIPT STATEMENT/INCOME STATEMENT
4	4	Income Series	CASH JOURNALS
4	6	Income Series	UNISSUED LICENSES
4	7	Income Series	INCOME SERIES CORRESPONDENCE
5	2	Budget Series	WORK PROGRAM
5	3	Budget Series	BUDGET SERIES CORRESPONDENCE
5	4	Budget Series	Financial Orders FINANCIAL ORDERS UNDER \$45,000 (APPROVED BY STATE BUDGET OFFICER)
8	1	Inventory Series	CAPITAL EQUIPMENT INVENTORY CARDS

Schedule	Series	Heading	Title
8	2	Inventory Series	QUARTERLY EQUIPMENT REPORT
8	3	Inventory Series	CAPTIAL EQUIPMENT RECONCILIATION
8	4	Inventory Series	EQUIPMENT ADJUSTMENT SLIP
8	6	Inventory Series	INVENTORY SERIES CORRESPONDENCE
9	2	Records Management	AUTHORIZATION FOR RECORDS CENTER USE - Access Cards
9	5	Records Management	DISPOSAL LIST, MSA 2
9	11	Records Management	AGENCY RECORDS DESTRUCTION NOTICE, MSA 192
10	3	Personnel Series	REQUISITION FOR EMPLOYEE
10	10	Personnel Series	DIRECT HIRE APPLICATIONS
10	13	Personnel Series	Job Interview Packs
10	14	Personnel Series	Personnel Performance Forms - Record of Employee Performance
11	1	MFASIS-HR Reports	REPORTS GENERATED BY MFASIS SYSTEM
15	1	Quality Management Reports	AGENDAS AND MINUTES OF QUALITY COUNCIL MEETINGS
15	2	Quality Management Reports	MINUTES AND FINAL REPORTS OF PROCESS ACTION, PROCESS PLANNING, AND WORK TEAMS

APPENDIX B – Sample Disposition Form

Department _____ RECORDS DISPOSITION FORM	
Date:	Bureau/Office:

Media Type: Paper Microfilm/fiche Digital File Other _____

Destroyed/purged by agency Method: _____

Destroyed by outside vendor (attach certificate of destruction)

Schedule No.	Series No.	Records Title and Description	Retention	Date Span of Records	Volume (Cu. Ft./ MB)	Box # / Folders, Drives

AUTHORIZATION

I hereby certify that the records above have fulfilled their administrative, fiscal, or legal function in accordance with approved Record Retention Schedules; no litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the records above have been initiated or are reasonably anticipated.

Signature

Date

APPENDIX C – Contact Information and Additional Resources

Records Management Contact Information

Any questions regarding these schedules can be directed to the Records Management staff at the Maine State Archives: recordsmanagement.archives@maine.gov. [Records Management](#) has several pages of information for state employees to utilize including: training and resources; agency schedules; records officers; RM forms; policy information; Records Center procedures; RM rules; and managing electronic records.

Training

All employees are encouraged to review resources on the Maine State Archives [website](#) and to take the required trainings we have posted for employees and Records Officers. We also provide trainings over Teams upon request or on site for small groups. We provide annual trainings for Records Officers and others on varied RM topics.

Sources of Additional Information and Assistance

Each agency must have a designated [Records Officer](#), who coordinates the agency's records management program and serves as the primary contact for agency staff seeking information on use of the General Schedules. The Records Officer is responsible for agency-wide records management planning, program development, training, and technical assistance, including records inventorying and scheduling. Agency staff should contact their Records Officer for advice on how to use the General Schedules and agency specific schedules. The agency [Public Records Access Officer](#), who is responsible for implementing agency programs to comply with the Freedom of Access Act, can provide advice on public access questions.

APPENDIX D – Series Index

Title	Series
Access Authorization/Records Officer Designation	GS7.1
Accounts Payable	GS2.1a
Accounts Receivable	GS2.1b
Administrative Report of Work Content (FJA-1)	GS4.1
Agency Information – Routine (short-term)	GS9.1
Agency-Generated Forms and Publications - Copies (typically non-record)	GS9.2
Allotment Records	GS2.2
Annual Reports	GS1.1
APA (Administrative Procedures Act) Rules	GS1.2
Associations and Organizations File	GS8.1
Attorney General Opinions	GS1.3
Banking Records	GS2.3
Budget Records	GS2.4
Cash Receipts/Journals	GS2.5
Class Specifications (Appealed)	GS4.2a
Class Specifications (Not Appealed)	GS4.2b
Committee/Board Appointment Records	GS8.2a
Committee/Board Appointment Records: Non-Selected Applicants	GS8.2b
Correspondence Containing Inadvertently Disclosed Privileged or Confidential Information	GS5.1
Data Documentation (Metadata)	GS6.1
Digitization and Scanning Files	GS6.2
Disaster or Emergency - Preparedness Plans	GS1.4a
Disaster or Emergency - Response/Recovery Records	GS1.4b
Duplicate Copies of Agency Records (typically non-record)	GS9.3
Email messages	GS6.3

Title	Series
Employee Health Records (Routine)	GS4.3
Employee Medical and Exposure Records	GS4.4
Employee Personnel Records	GS4.5
Employee Recruitment and Hiring Records	GS4.6
Employee Suggestion Program	GS4.7
Employee Timesheets	GS3.1
Employee Training Records	GS4.8
Employment Eligibility Verification (Form I-9)	GS4.9
Equipment/Asset Inventory	GS1.5a
Equipment/Motor Vehicle Maintenance Records	GS1.5b
Executive/Official Correspondence	GS5.2
Financial Orders	GS2.6
Financial/Summary Reports	GS2.7
Forms and Templates File	GS1.6
Freedom of Access Act Requests (FOAA)/Public Records Requests	GS1.7
General Correspondence	GS5.3
General Information – External (non-record)	GS9.4
Grants - Denied Applications	GS1.8a
Grants - Issued by State Agencies	GS1.8b
Grants - Received by State Agencies	GS1.8c
Grievance/Investigation Case Records	GS4.10
Health and Dental Insurance Exceptions	GS3.2
Help Desk Telephone Logs and Reports	GS6.4
Human Resource Profile	GS3.3
Human Resource Profile	GS4.11
Incident File Records	GS4.12

Title	Series
Internal Billing	GS2.8
Journals	GS2.9
Leave Files	GS4.13
Legislative File	GS1.9
Maine State Employees Combined Charitable Appeal Campaign (MSECCA)	GS1.10
Meeting Notes - Boards and Commissions	GS8.3
Minutes and Files of General Office Meetings and Internal Committees	GS8.4
Minutes and Files of Policy Setting Meetings (other than Boards)	GS8.5
Minutes of Meetings - Boards and Commissions (see notation under schedule title)	GS8.6
Mission Statements	GS1.11
Network Site/Equipment Support Files	GS6.5
Non-Business Related Correspondence	GS5.4
Operational Plans - Major	GS1.12a
Operational Plans - Routine	GS1.12b
Payroll Deduction Authorizations	GS3.4
Payroll Register - Exception Copy	GS3.5a
Payroll Register - Paid Copy	GS3.5b
Petty Cash	GS2.10
Policies and Procedures - Major	GS1.13a
Policies and Procedures - Routine (Internal Operations)	GS1.13b
Position Detail Record	GS4.14
Press Releases (Official) - Significant	GS1.14
Procurement Card Records	GS2.11
Program Correspondence	GS5.5
Public Relations Records - Routine Information	GS1.15
Publication and Duplication Services	GS1.16
Publications	GS1.17

Title	Series
Purchasing Records - Bids, Requisitions & Purchase Orders	GS2.12a
Purchasing Records - Cancelled Bids File	GS2.12b
Purchasing Records - Contracts and RFP's	GS2.12c
Received Directives, Reports, Policies, and Procedures	GS1.18
Record Retention Schedules	GS7.4
Records Disposition Documentation	GS7.2
Records Inventory Files	GS7.3
Records Retrieval/Reference Records	GS7.5
Reference Material (typically non-record)	GS9.5
Reports and Studies File - General Office	GS1.19a
Reports and Studies File - Major	GS1.19b
Services and Order Requests, Telecommunications	GS6.6
Social Media Records	GS6.7
State Agency Activities – Multimedia (not recordings of meetings)	GS1.20
State Events and Programs - Historic	GS1.21a
State Events and Programs - Routine	GS1.21b
Summary Computer/Network Usage Reports	GS6.8
Summary or Extracted Data Files	GS6.9
Supervisors Files on Individual Employees	GS4.15
Surplus Property Records	GS1.22
Surveys - Responses by State Employees	GS1.23a
Surveys - Sent by State Agencies	GS1.23b
Training Information Records (Training or Workshop materials created by the agency)	GS1.24a
Training, Workshop and Conference Materials (Attended by Employees)	GS1.24b
Transitory Correspondence	GS5.6
Transitory Records (short-term)	GS9.6

Title	Series
Transmittal Documents	GS7.6
Travel Requests Reimbursements	GS2.13
Vendor Files	GS2.14
Volunteer Files	GS1.25
Websites	GS6.10
Work Orders	GS1.26
Workers Compensation Files for State Employees	GS4.16