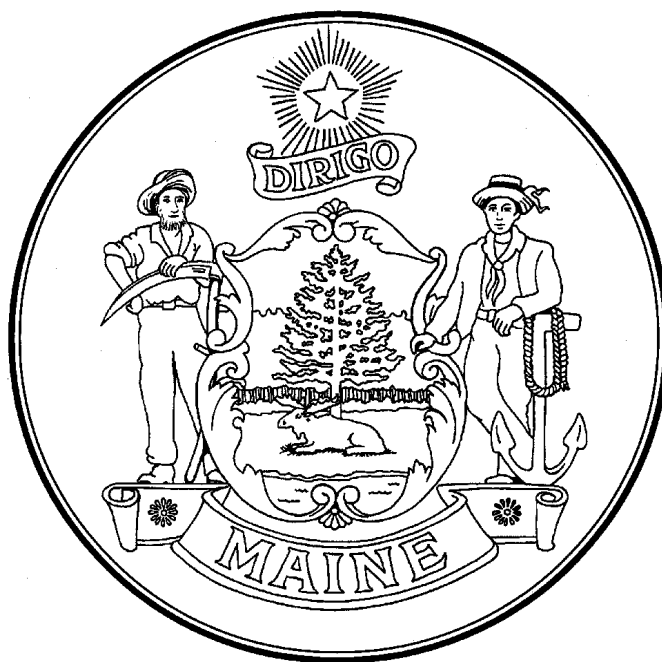


MAINE STATE LEGISLATURE

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CFM Daily Rental Example for Augusta to Portland State Vehicle Use vs. Personal Vehicle Use Cost Comparisons

Enter Number of Days State Vehicle is Required for Business Trip in the Chart Below:

Enter Estimated Round Trip Mileage for Business Trip in Chart Below:

Vehicle Type	Class	Daily Vehicle Charge (Minimum)	Round Trip Rate Per Mile	Daily Rate Charges	Round Trip Mileage Charge	Vehicle Type Use Charge	Savings To The State Vs. Use of Personal Vehicle
				Daily Use	Mileage		
				1	116		
Compact Wagon	113	\$27.00	\$0.35	\$27.00	\$40.60	\$40.60	\$3.48
Compact Sedan	115	\$24.00	\$0.32	\$24.00	\$37.12	\$37.12	\$6.96
Compact Sedan, Hybrid	116	\$32.00	\$0.35	\$32.00	\$40.60	\$40.60	\$3.48
Large Compact	117	\$25.00	\$0.34	\$25.00	\$39.44	\$39.44	\$4.64
Intermediate Sedan	120	\$29.00	\$0.37	\$29.00	\$42.92	\$42.92	\$1.16
Intermediate Wagon	123	\$29.00	\$0.38	\$29.00	\$44.08	\$44.08	\$0.00
Personal Vehicle Use Reimbursement				(. Auto-Calculation @ \$0.38 per mile with mileage entered above)			\$44.08

Central Fleet Management Current Rental Rates Effective 9/1/2006

Class	Vehicle Type	Rate/Mile	Daily Minimum	Number of miles Employee must drive in order for the rental to be more cost effective than Paid Mileage
113	Compact Wagon	\$0.35	\$27.00	71
115	Compact Sedan	\$0.32	\$24.00	63
116	Compact Sedan, Hybrid	\$0.35	\$32.00	84
117	Large Compact	\$0.34	\$25.00	66
120	Intermediate Sedan	\$0.37	\$29.00	76
123	Intermediate Wagon	\$0.38	\$29.00	

CENTRAL FLEET MANAGEMENT INVENTORY

AS OF 12/31/2006

VEHICLE COUNT	PERCENT	DESCRIPTION	CLASSES
240	15%	Compact Sedans	104, 110, 115, 116, 117
35	2%	Compact Wagons	113
183	12%	Intermediate Sedans	120 thru 122
31	2%	Intermediate Wagons	123
12	1%	Full Size Sedans	130 thru 141
116	7%	Mini Vans, Passenger & Cargo (under 6000 GVW)	310 thru 333
129	8%	Compact Trucks (under 6000 GVW)	210 thru 224
21	1%	Compact SUV (under 6000 GVW)	410 thru 426
414	26%	Light Duty Trucks (6001 - 8500 GVW)	230 thru 263
18	1%	Light Duty Vans (6001 -8500 GVW)	340 thru 342
14	1%	Full Size SUV (6001 - 8500 GVW)	430 thru 461
2	0%	Full Size SUV (over 8500 GVW)	471 thru 481
297	19%	Medium Duty Trucks (8501 - 14000 GVW)	270 thru 284, 710 thru 744, 810
45	3%	Medium Duty Vans (8501 - 14000 GVW)	350 thru 362, 610, 630
16	1%	Heavy Duty Trucks (over 14000)	620,640, 750 thru 764, 900, 920
1573	100%	Total	

VEHICLE COUNT	PERCENT	STATUS
1433	91%	Leases, Permanent and Seasonal (including parked)
54	3%	Rental and Loaner Vehicles
76	5%	Vehicles Being Evaluated or in Temp Status
10	1%	Vehicles Going to or at Surplus
0	0%	Vehicles Received
1573	100%	Total

Central Fleet
2007 Staff Summary

Position Title

Public Service Manager II
Statistician III
Motor Transport Services Manager
Auto Mechanic Supervisor
Fleet Support Specialist
Fleet Support Specialist
Automotive Mechanic II
Automotive Mechanic I
Automotive Mechanic I
Automotive Mechanic I
Clerk Typist III
Mechanical Stores Clerk II
Clerk II
Laborer II
Laborer I

SERVICE CENTER FUNCTIONS

Personnel Services

- Personnel Administration
 - Recruitment
 - HR Transactions
 - Workers' Comp
 - Position Control
 - Unemployment
 - Job Classification Analysis
 - Staff Development
- Employee Relations
 - Contract Administration
 - Employee Performance
 - Grievance Management
 - Human Rights Investigations
 - Equal Opportunity
 - Workplace Safety
 - Employee Assistance

Financial Services

- General Administration
 - Records Management
 - Administrative Policies
 - Operations Planning
 - Strategic Planning
 - RFP/Purchasing
 - Contract Administration
 - Warehouse Management
- Budget Management
 - Budget Preparation
 - Legislative Support
 - Fiscal Note Preparation
 - Work Programs
 - Budget Monitoring & Analysis

Finance & Accounting

- Internal Controls
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Cash Flow Analysis
- Cost Allocation
- Grants management
- Financial Reporting

State Agencies Served by Service Centers

General Government Service Center:

- Dept. of Administrative and Financial Services
- Dept. of Economic and Community Development
- Department of Education
- State Board of Education
- Executive Department
- Maine Historic Preservation Commission (Payroll only)
- Maine State Library (Payroll only)
- Maine State Museum (Payroll only)
- State Board of Property Tax Review
- Maine Arts Commission (Payroll only)
- Maine State Cultural Affairs Council (Payroll only)
- Workers' Compensation Board
- Dirigo Health

Corrections Service Center:

- Department of Corrections
- Maine Criminal Justice Commission

Health & Human Services Service Center:

- Department Health & Human Services

Natural Resources Service Center:

- Atlantic Salmon Commission
- Dept. of Agriculture, Food & Rural Resources
- Department of Conservation
- Department of Environmental Protection
- Department of Inland Fisheries and Wildlife
- Department of Marine Resources

Security and Employment Service Center:

- Dept. of Defense, Veterans & Emergency Mgmt.
- Department of Labor
- Dept. of Professional and Financial Regulations
- Department of Public Safety

Transportation Service Center:

- Department of Transportation

Amortization Schedule for the AdvantageME Project. Interest Rate: 3.846%

Bond Issue	Fund	Date Pymt	FY Pymt	SumOf\$ Principal	SumOf\$ Interest	Total Pymt	Date Issued
OIT 06A	038	3/1/2006	2006	\$0.00	\$0.00	\$0.00	10/1/2005
OIT 06A	038	3/1/2007	2007	\$0.00	\$0.00	\$0.00	10/1/2005
OIT 06A	038	9/1/2007	2008	\$1,079,548.12	\$633,036.67	\$1,712,584.79	10/1/2005
OIT 06A	038	3/1/2008	2008	\$1,566,822.68	\$145,762.11	\$1,712,584.79	10/1/2005
OIT 06A	038	9/1/2008	2009	\$1,594,947.15	\$117,637.64	\$1,712,584.79	10/1/2005
OIT 06A	038	3/1/2009	2009	\$1,623,576.45	\$89,008.34	\$1,712,584.79	10/1/2005
OIT 06A	038	9/1/2009	2010	\$1,652,719.64	\$59,865.15	\$1,712,584.79	10/1/2005
OIT 06A	038	3/1/2010	2010	\$1,682,385.96	\$30,198.83	\$1,712,584.79	10/1/2005
				\$9,200,000.00	\$1,075,508.74	\$10,275,508.74	

PUBLIC LAWS

Second Regular Session of the 122nd

CHAPTER 634 S.P. 789 - L.D. 2044

An Act To Enhance the Protection of Maine Families from Terrorism and Natural Disasters

Emergency preamble. Whereas, acts of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the State's emergency preparedness efforts need to be supported to ensure that the State has the tools necessary to protect our citizens from terrorism and natural disasters; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 3 MRSA §959, sub-§1, ¶D, as amended by PL 2003, c. 600, §1, is further amended to read:

D. The joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters shall use the following list as a guideline for scheduling reviews:

- (1) Department of Public Safety, except for the division designated by the Commissioner of Public Safety to enforce the law relating to the manufacture, importation, storage, transportation and sale of all liquor and to administer those laws relating to licensing and the collection of taxes on malt liquor and wine and the Emergency Services Communication Bureau, in 2001; ~~and~~
- (2) Department of Corrections in 2011; and
- (3) The Maine Emergency Management Agency within the Department of Defense, Veterans and Emergency Management in 2008.

Sec. 2. 3 MRSA §959, sub-§1, ¶J, as amended by PL 2003, c. 600, §1, is further amended to read:

J. The joint standing committee of the Legislature having jurisdiction over legal and ~~veterans'~~ veterans affairs shall use the following schedule as a guideline for scheduling reviews:

- (2) State Liquor and Lottery Commission in 2007;
- (3) The division within the Department of Public Safety designated by the Commissioner of Public Safety to enforce the law relating to the manufacture, importation, storage, transportation and sale of all liquor and to administer those laws relating to licensing and the collection of taxes on malt liquor and wine in 2007; and

(4) Department of Defense, Veterans and Emergency Management in 2011, except for the Maine Emergency Management Agency within the department.

Sec. 3. 5 MRSA §1520, sub-§1, ¶B, as amended by PL 2005, c. 12, Pt. SS, §4, is further amended to read:

B. The Chief Information Officer, in conjunction with the agencies using the statewide radio and network system, operating as a board that may be referred to as "the Statewide Radio Network Board," shall establish the following:

- (1) Standards for statewide radio and network system operations;
- (2) Specifications for systems and components to be acquired by the State; and
- (3) Standards for the exemption or waiver of state agencies from the requirements of this section.

By January 15, 2002, standards must be developed for statewide radio and network system usage by all state agencies not exempted under subparagraph (3).

Sec. 4. 5 MRSA §1742, sub-§24, as amended by PL 1997, c. 499, §1, is further amended to read:

24. Application of minimum air ventilation standards. Beginning September 1, 1988, to apply ASHRAE Standard 62-1989 entitled, Ventilation for Acceptable Indoor Air Quality, as prepared by the American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc. or more stringent standards to buildings occupied by state employees during normal working hours. These standards must be applied to buildings that are constructed or substantially renovated by the State after September 1, 1988 and to buildings for which the State enters into new leases or renews leases following the date in this subsection. For the purpose of this subsection, "substantial renovation" means any renovation for which the cost exceeds 50% of the buildings' value.

A. The bureau, in cooperation with a labor-management committee established to look at this issue, shall develop a plan by which priorities are established for improving indoor air quality and ventilation standards in buildings occupied by state employees. This plan ~~shall~~ must include data gathering and analysis of air quality in a sample number of buildings by which reasonable projections and estimates concerning air quality can be established. The bureau shall report its findings to the joint standing committee of the Legislature having jurisdiction over state and local government no later than January 16, 1989. This report, at a minimum, ~~shall~~ must contain the following:

- (1) A description of the extent of the problem, if any, with respect to air quality and ventilation in buildings occupied by state employees;
- (2) Priorities of locations for which the improvement of air quality is necessary. These locations ~~shall~~ must be areas occupied by state employees during normal working hours;
- (3) A timetable by which these priorities could be addressed;
- (4) A description of what may be necessary to address these priorities, including feasible alternatives;
- (5) The costs of addressing these priorities; and
- (6) If possible, locations leased by the State ~~which that~~ may not meet the air quality standards defined in this subsection.

Nothing in this paragraph may be construed to require the bureau to conduct an in depth analysis

	2007	2008	2009	Notes	Explanatory highlights
Revenue U.S. to DVEM, and DVEM to DAFS	\$2,413,983.00	\$2,413,983.00	\$2,413,983.00	(@5.50 per square foot)	Per federal government lease payments and per authority of Commissioner under Public Law 2005, Chapter 3, Part G
Expense: DAFS pays LDA	\$785,641.74	\$724,194.90	\$658,359.00	(@\$1.79 in 2007, \$1.65 in 2008, \$1.50 in 2009)	Per lease terms established by authority of Commissioner under Public Law 2005, Chapter 3, Part G
Expense: DAFS pays for MMA/LDA Capital Repairs	\$27,082.26	\$183,262.10	\$228,098.00	(releases LDA of a \$134 commitment for capital repairs to MMA buildings)	Per Public Law 2005, Chapter 519, Part W, as amended by Public Law 634
Expense: DAFS pays General Fund	\$1,109,723.00	\$0.00	\$0.00		Per Public Law 2005, Chapter 457, Part ZZ
Expense: DAFS pays DVEM for Life Insurance	\$91,536.00	\$0.00	\$0.00		Per Public Law 2005, Chapter 519, Part W
Expense: DAFS pays DVEM for Disaster Relief	\$0.00	\$543,263.00	\$543,263.00		Per Public Law 2005, Chapter 519, Part W as amended by Public Law 2005, Chapter 634.
Expense: DAFS pays for Armory Capital Repair	\$0.00	\$543,263.00	\$543,263.00		Per Legislative Intent reflected in fiscal note for LD2044, adopted as Public Law 2005, Chapter 634.
Expense: DAFS pays DVEM for tuition	\$400,000.00	\$420,000.00	\$441,000.00		Per Public Law 2005, Chapter 519, Part W
Total expenses:	\$2,413,983.00	\$2,413,983.00	\$2,413,983.00		

Numbers may be adjusted slightly upon confirmation of square footage of LDA/MMR buildings.

for each building or to present technical data for each building occupied by state employees.
 B. The indoor air quality and ventilation standards applied by the bureau ~~shall~~ remain in effect until the Board of Occupational Safety and Health adopts air quality and ventilation standards; ~~and~~

Sec. 5. 5 MRSA §1742, sub-§25, as enacted by PL 1989, c. 502, Pt. A, §18 and amended by PL 2003, c. 689, Pt. B, §6, is further amended to read:

25. Sites for child care programs. To review, in cooperation with the Office of Child Care Coordination in the Department of Health and Human Services, feasible sites for child care programs offered primarily as a service to state employees pursuant to Title 22, section 8307, subsection 2-;

Sec. 6. 5 MRSA §1742, sub-§26, as enacted by PL 2005, c. 519, Pt. W, §1, is amended to read:

26. Rental income. To credit income from the rental of facilities in Limestone to the Department of Administrative and Financial Services, Bureau of General Services, Other Special Revenue Funds account. These funds must be used for repairs, capital improvements and other costs of managing the facilities operated by the Maine Military Authority in Limestone.

Notwithstanding any other provision of law and except when the Governor in the case of an emergency pursuant to Title 37-B, section 742 or 744 needs money for disaster relief the Governor may transfer no more than 10% of the balance of the rental income, the department also may recommend that:

- A. Part of the rental income collected by the Department of Administrative and Financial Services, Bureau of General Services pursuant to this subsection be transferred to the General Fund as undedicated revenue;
- B. Part of the rental income collected by the Department of Administrative and Financial Services, Bureau of General Services pursuant to this subsection be transferred to the Department of Defense, Veterans and Emergency Management, Maine National Guard Education Assistance Pilot Program, Other Special Revenue Funds account for tuition assistance; ~~and~~
- C. Part of the rental income collected by the Department of Administrative and Financial Services, Bureau of General Services pursuant to this subsection be transferred to the Department of Defense, Veterans and Emergency Management, Maine National Guard Education Assistance Pilot Program, Other Special Revenue Funds account for the reimbursement of the purchase of supplemental life insurance as provided for in the provisions of Title 37-B, section 390-B; and
- D. Beginning July 1, 2007, part of the rental income collected by the Department of Administrative and Financial Services, Bureau of General Services pursuant to this subsection be transferred to the Department of Defense, Veterans and Emergency Management for maintenance and repair of National Guard armories in the State; and

Sec. 7. 5 MRSA §1742, sub-§27 is enacted to read:

27. Disaster assistance. Notwithstanding any other provision of law, to recommend, effective July 1, 2007, that 22.5% of the rental income collected by the Department of Administrative and Financial Services, Bureau of General Services under subsection 26, up to \$3,000,000, be transferred to the Department of Defense, Veterans and Emergency Management, Disaster Assistance Relief, Other Special Revenue Funds account for disaster assistance.

Sec. 8. 5 MRSA §12004-I, sub-§91 is enacted to read:

91. Homeland Not 37-B
Emergency Security Authorized MRSA
Management Advisory §709
Council

Sec. 9. 20-A MRSA §15908, sub-§5 is enacted to read:

5. Backup energy generators. In the case of a school construction project in which the school is expected to be used as a community shelter, the state board may approve only those projects designed to accommodate backup energy generators.

Sec. 10. 22 MRSA §10-A is enacted to read:

§10-A. Coordination and reporting on expenditure of funds pertaining to homeland security and bioterrorism prevention

The Director of the Maine Center for Disease Control and Prevention shall coordinate in a mutually agreed upon manner with the Director of the Maine Emergency Management Agency within the Department of Defense, Veterans and Emergency Management on the planning and expenditure of all federal funds received by the Maine Center for Disease Control and Prevention for homeland security emergency preparedness purposes or for the prevention of bioterrorism and provide a report annually, beginning December 15, 2006, to the Homeland Security Advisory Council established in Title 37-B, section 709. The advisor for the Homeland Security Advisory Council shall report by January 15th of each year, beginning in 2007, on the expenditure of such funds to the joint standing committee of the Legislature having jurisdiction over health and human services matters and the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters. The report must include, but is not limited to, the amount of funds expended in the prior year, the purpose of those expenditures, the effect of those expenditures on homeland security and bioterrorism prevention and the plans for coordination with the Maine Emergency Management Agency for the expenditure of the funds received or anticipated for such purposes in the 2 years following submission of the report.

Sec. 11. 37-B MRSA §704, as amended by PL 2003, c. 510, Pt. A, §33, is further amended to read:

§704. Director; duties

The Maine Emergency Management Agency, as previously established and in this chapter called the "agency," shall be is under the supervision of the Director of the Maine Emergency Management Agency, who in this chapter shall be is called the "director." The director must be qualified by education, training or experience in managing emergencies or in the emergency management profession and is appointed by the Governor upon recommendation of the commissioner, subject to review by the joint standing committee of the Legislature having jurisdiction over the Department of Public Safety and the Legislature. The director serves at the pleasure of the Governor.

The director may employ technical, clerical, stenographic, administrative and operative assistants and other personnel, subject to the Civil Service Law, and make expenditures, with approval of the commissioner, that are necessary to carry out the purposes of this chapter.

The director, subject to the direction and control of the commissioner, is responsible administratively to the commissioner, retains direct access to the Governor in the case of an emergency and is responsible for notifying the Governor and the commissioner of all emergencies. The director is the executive head

of the agency and is responsible for carrying out the program for emergency management. The director shall represent the Governor on all matters pertaining to the comprehensive emergency management program and the disaster and emergency response of the State; shall coordinate the activities of all organizations for emergency management within the State; shall maintain liaison with and cooperate with emergency management and public safety agencies and organizations of other states, the Federal Government and foreign countries, and their political subdivisions; prior to the annual meeting required in section 782, subsection 4, shall provide to each of the local emergency management organizations of the State an annual assessment of each organization's degree of emergency management capability and any other information pertinent to ensuring the public's welfare and safety within the local organization's jurisdiction; and has additional authority, duties and responsibilities as may be prescribed by the commissioner or the Governor.

~~The director shall not require any political subdivision to participate in any program of nuclear civil protection planning.~~

The director, in consultation with the Office of Chief Medical Examiner, shall prepare a plan for the recovery, identification and disposition of human remains in a disaster. The Office of Chief Medical Examiner is responsible for execution of the plan, with full cooperation and assistance from all other members of the emergency management forces.

This plan must be reviewed and updated as necessary. The director shall see that the plan and the reviews receive suitable dissemination on a timely basis.

The director shall conduct periodic assessments at least once every 2 years, beginning January 15, 2007, of the use of public safety radio frequencies in emergency situations to ensure that first responders obtain sufficient training to understand and comply with adopted protocols and procedures.

The director shall develop and conduct an annual program of comprehensive public education, using all appropriate means of communication to educate and inform members of the public and public officials about emergency preparedness, response, recovery and mitigation. The program must incorporate the use of appropriate accessible formats to educate and inform individuals with disabilities, individuals who are elderly and non-English-speaking residents of Maine.

Sec. 12. 37-B MRSA §708 is enacted to read:

§708. Homeland Security Advisory Council

The Homeland Security Advisory Council, as established in Title 5, section 12004-I, subsection 91 and referred to in this section as "the council," shall advise the Governor on the coordination of homeland security activities of state agencies and the most effective use of grant funds.

1. Membership. The council is composed of the following 6 members:

- A. The director;
- B. The Commissioner of Defense, Veterans and Emergency Management;
- C. The Commissioner of Public Safety;
- D. The Director of the Bureau of Health within the Department of Health and Human Services;
- E. The Chief of the State Police within the Department of Public Safety; and
- F. A representative of the Governor.

The director is the chair of the council. The Commissioner of Defense, Veterans and Emergency Management is the advisor of the council.

2. Duties of council. The council shall:

- A. Advise the Governor with regard to the vulnerability of the State to terrorist activity;
- B. Advise the Governor with regard to the adequacy of the plans to enhance homeland security;
- C. Ensure that the homeland security activities of state agencies are coordinated;
- D. Advise the Governor with regard to the implementation of state programs using federal funds and administration of federal grants for homeland security, in order to ensure coordination among agencies and the most effective use of grant funds;
- E. Advise the Governor with regard to the appropriateness of the federal homeland security threat advisory level for the State, based upon intelligence gathered in the State and from federal sources;
- F. Advise the Governor with regard to the appropriate response to any terrorist threat; and
- G. Periodically advise an emergency response team with pertinent information that could assist in the team's response to an event.

3. Procedures. The council shall meet:

- A. At times and places as determined by the chair or the Governor and with assistance from state agencies as necessary and appropriate for the council's execution of its responsibilities as described in subsection 2;
- B. Either in person or via telecommunication, as determined by the chair, immediately upon notification that the federal homeland security threat advisory level will be changed, in order to develop a recommendation to the Governor of the appropriate threat advisory level for the State and actions to be taken in the State; and
- C. At the call of the chair or at the call of the Governor at any time the Governor requires the advice of the council.

The state response to any suspected terrorist event must be coordinated through the State Emergency Operations Center, in accordance with a state emergency operations plan as described in subsection 4, paragraph A. Meetings of the council are not public proceedings for purposes of Title 1, chapter 13, but may be open to the public at the discretion of the chair. Documents collected or produced by the council are not public records for the purposes of Title 1, chapter 13.

4. Resources and support. The agency shall provide staff and administrative support to the council from existing resources. The agency is the coordinating agency within State Government for homeland security operational preparedness, response, recovery and mitigation. As the coordinating agency, the agency shall:

- A. Develop and maintain a state emergency operations plan, which must incorporate by reference any internal operational plans developed by other state agencies for emergency response;
- B. Coordinate the State Emergency Operations Center with the council;
- C. Coordinate with other state agencies in the development of their emergency response plans;
- D. Administer the review and approval of all grant applications developed by local and state agencies for homeland security funds; and
- E. Administer homeland security grant funds.

Sec. 13. 37-B MRSA §745, as enacted by PL 2005, c. 439, §1, is amended to read:

§745. Disaster Relief Fund

1. Fund established. There is established the Disaster Relief Fund, referred to in this section as "the fund," to be administered by the agency.

2. Sources of fund. The following must be paid into the fund:

- A. All money appropriated for inclusion in the fund;
- B. All interest from investment of the fund; and
- C. Any other money deposited in the fund ~~to implement the provisions of this subchapter from the Department of Defense, Veterans and Emergency Management, Disaster Assistance Relief, Other Special Revenue Funds account.~~

3. Use of fund. The fund must be the first resource used when section 742 or 744 is invoked. The fund may also be used for the purpose of matching federal funds in the event of a federally declared disaster.

4. Fund balance. The fund's balance may not exceed \$3,000,000. Any amount, including interest, that accrues in excess of \$3,000,000 must be transferred by the State Controller to the Maine Budget Stabilization Fund, established in Title 5, section 1532.

5. Annual report. The director shall submit a written report by January 15, 2007 and annually thereafter to the Governor and the Legislature on the fund's balance and expenditures.

Sec. 14. Radio frequency coordination for emergency planning. The Statewide Radio Network Board, referenced in the Maine Revised Statutes, Title 5, section 1520, subsection 1, paragraph B, shall develop protocols and procedures for radio frequency coordination throughout the State during major emergencies and shall include participation by and obtain memoranda of understanding from various stakeholders, including: the Maine Emergency Management Agency; the Maine Fire Chiefs Association; the Maine Chiefs of Police Association; the Maine Fire Protection Services Commission; the Maine Sheriffs' Association; the Maine State Police; the Department of Public Safety; federal first responders; Maine Emergency Medical Services; the Maine Hospital Association; and local public works and utilities. The Statewide Radio Network Board shall allocate no fewer than 6 public safety band radio frequencies to be used as multijurisdictional, county and state disaster channels. The Director of the Maine Emergency Management Agency shall develop a communications plan for multijurisdictional, regional and statewide disasters to ensure interoperability that includes participation with both public and private expected response partners and local, county, state and federal stakeholders. The Statewide Radio Network Board and the Maine Emergency Management Agency shall report by September 18, 2006 to the Task Force to Study Maine's Homeland Security Needs on their progress in obtaining memoranda of understanding from the various stakeholders and the need for training first responders in the area of radio frequency use and operation.

Sec. 15. Community outreach for emergency planning. The Director of the Maine Emergency Management Agency shall coordinate with the Commissioner of Education to perform an assessment of the number of Maine public schools that have adopted an all-hazards approach to emergency preparedness. The Director of the Maine Emergency Management Agency and the Commissioner of Education shall coordinate their efforts for community outreach for all-hazards emergency planning. The Director of the Maine Emergency Management Agency shall report by September 18, 2006 to the Task Force to Study Maine's Homeland Security Needs on the extent to which public schools have adopted an all-hazards approach to emergency preparedness and shall provide recommendations on how

these plans should be improved.

Sec. 16. Emergency notification systems, evacuation plans and shelters. The Director of the Maine Emergency Management Agency within the Department of Defense, Veterans and Emergency Management shall survey communities throughout the State to gather information on the following: the types of emergency notification systems that are in place throughout the State; evacuation plans for nursing homes currently adopted throughout the State; evacuation plans for other long-term care facilities, including home-based and community-based programs; evacuation plans for individuals living independently in communities who, due to age or disability, require assistance to evacuate; and shelter capabilities throughout the State, with a focus on determining how shelters are designed to accommodate populations with special needs, particularly persons with disabilities. The director shall survey communities and evaluate the information collected in collaboration with the Maine Developmental Disabilities Council, the Department of Health and Human Services, the Statewide Independent Living Council and other interested parties. The director shall report by September 18, 2006 to the Task Force to Study Maine's Homeland Security Needs on the results of this survey and shall provide recommendations for improvement in these areas.

Sec. 17. Report on hospital surge capacity. The Director of the Maine Center for Disease Control and Prevention within the Department of Health and Human Services, in conjunction with health system stakeholders, shall update its recent survey of emergency health system capacity for public health emergencies in the State. The Director of the Maine Center for Disease Control and Prevention, in coordination with the Director of the Maine Emergency Management Agency within the Department of Defense, Veterans and Emergency Management, and the Director of Maine Emergency Medical Services within the Department of Public Safety, in consultation with health system stakeholders including the Maine Primary Care Association, the Maine Hospital Association and other interested parties, shall develop recommendations to address Maine's acute medical and public health surge capacity and shall provide a report on these recommendations by September 18, 2006 to the Task Force to Study Maine's Homeland Security Needs.

Sec. 18. Report on local health officers. The Director of the Maine Center for Disease Control and Prevention, in conjunction with stakeholders and interested parties, shall study the qualifications and duties of local health officers in Maine and develop recommendations for enhancing the role of local health officers in emergency preparedness plans. The Director of the Maine Center for Disease Control and Prevention shall report by September 18, 2006 to the Task Force to Study Maine's Homeland Security Needs on the results of this study and proposed recommendations.

Sec. 19. Regional resource centers and other health system resources. The Director of the Maine Center for Disease Control and Prevention within the Department of Health and Human Services shall work with health care and emergency management stakeholders to distribute grant funds provided by the United States Department of Health and Human Services, Health Resources and Services Administration to ensure that the regional resource centers are provided with sufficient funding resources to improve health system preparedness, within the limits of the federal funds, in accordance with the documented local needs of the federally specified funding beneficiaries: emergency medical services, poison control centers, health clinics and hospitals in each region. The Director of the Maine Center for Disease Control and Prevention shall report to the Task Force to Study Maine's Homeland Security Needs on the results of the federal Health Resources and Services Administration grant and contract with the regional resource centers and other health system providers and on proposed recommendations by September 18, 2006 and to the joint standing committee of the Legislature having jurisdiction over health and human services matters and the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters by January 15, 2007. The Maine Center for Disease Control and Prevention shall also report annually, beginning January 15, 2007, to the

joint standing committee of the Legislature having jurisdiction over health and human services matters and the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters on the progress of the grantees on meeting the stated contractual deliverables.

Sec. 20. Disability indicator. The Director of the Maine Emergency Management Agency within the Department of Defense, Veterans and Emergency Management shall consult with the Public Utilities Commission to determine the feasibility of adding a disability indicator to the current E-9-1-1 system in Maine to allow individuals with disabilities and special health needs to choose to provide a 2-digit code identifying special assistance needs in an emergency. The director shall report by September 18, 2006 to the Task Force to Study Maine's Homeland Security Needs on the benefits and costs of this addition to the E-9-1-1 system.

Sec. 21. Application to identify use of school as community shelter. The Department of Education shall amend its written application for funding for school projects to include the question: "Do you plan to use your school as a public community shelter?"

Sec. 22. Report regarding Emergency System for Advance Registration of Voluntary Health Professionals. The Department of Health and Human Services, Maine Center for Disease Control and Prevention shall submit a report to the Task Force to Study Maine's Homeland Security Needs by September 18, 2006 detailing the number of health care workers, by profession, registered in the United States Department of Health and Human Services' Emergency System for Advance Registration of Voluntary Health Professionals.

Sec. 23. Appropriations and allocations. The following appropriations and allocations are made.

LEGISLATURE

Study Commissions - Funding 0444

Initiative: Allocates funds necessary to change one previously authorized meeting of the Task Force to Study Maine's Homeland Security Needs to an off-site public hearing. The Maine Emergency Management Agency shall transfer these funds to the Legislature at the beginning of fiscal year 2006-07 to support the additional costs of the task force.

OTHER SPECIAL REVENUE

FUNDS 2005-06 2006-07

All Other \$0 \$1,000

OTHER SPECIAL REVENUE

FUNDS TOTAL \$0 \$1,000

Emergency clause. In view of the emergency cited in the preamble, this Act takes effect when approved.

Effective May 9, 2006.

<u>Revisor of Statutes Homepage</u>	<u>Subject Index</u>	<u>Search</u>	<u>122nd Laws of Maine</u>	<u>Maine Legislature</u>
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About the 2nd Regular & 2nd Special Session Laws Of Maine



*Office of the Revisor of Statutes
State House, Room 108
Augusta, Maine 04333*

Contact the Office of the Revisor of Statutes

Public Law 2005, Chapter 634, fiscal note

122nd MAINE LEGISLATURE

LD 2044

LR 3140(13)

An Act To Enhance the Protection of Maine Families from Terrorism and Natural Disasters

Fiscal Note for Senate Amendment " " to Committee Amendment " "

Sponsor: Sen. Strimling

Fiscal Note Required: Yes

Fiscal Note

	2005-06	2006-07	Projections 2007-08	Projections 2008-09
Appropriations/Allocations				
Other Special Revenue Funds	\$0	\$0	\$0	\$0
Transfers				
Other Special Revenue Funds	\$0	\$0	\$0	\$0

Fiscal Detail and Notes

This amendment decreases the transfer of rental income collected by the Department of Administrative and Financial Services, Bureau of General Services to an Other Special Revenue Funds account within the Department of Defense, Veterans and Emergency Management for disaster assistance from 45% to 22.5%. Beginning in fiscal year 2007-08, this reduced authorization will result in an annual transfer of \$543,263 from the Bureau of General Services to the Disaster Assistance program within the Department of Defense, Veterans and Emergency Management. Also beginning in fiscal year 2007-08, the amount by which the annual transfer for Disaster Assistance was reduced, \$543,263, will now be transferred to the Department of Defense, Veterans and Emergency Management to be used for the maintenance and repair of National Guard armories. Beginning in fiscal year 2007-08 allocations to the Department of Defense, Veterans and Emergency Management will need to be adjusted to reflect the new off-setting levels of expenditures in each program. There is no net change to the total allocations.



STATE OF MAINE

OFFICE
OF THE
SECRETARY OF STATE

MATTHEW DUNLAP
SECRETARY OF STATE

MEMORANDUM

TO: Members, Joint Standing Committee on State and Local Government
FROM: Secretary of State Matt Dunlap
DATE: February 28, 2007
SUBJ: Information Requested at the Public Hearing on LD 499

As requested at the Public Hearing on LD 499 with the Joint Standing Committee on Appropriations and Financial affairs, please find additional information in support of the Department's FY2008/09 biennial budget request.

Initiatives to Improve the Business Climate

- Create a new partnership with the Small Business Administration (SBA). This initiative includes sharing information about SBA services, cross links from SBA and SOS websites and participation in seminars sponsored by SBA.
- Continue to work with the Maine Bar Association to bring forward updates on business entity laws to keep Maine's laws in sync with national trends.
- Continue to work at the national level with the National Conference of Commissioners on Uniform State Laws (NCCUSL) and the American Bar Association through our national corporation administrator's association to study and draft new or updating existing entities laws to improve business climate.
- Continue to provide and improve access to Departmental services for business entities and nonprofit corporations through the use of E-Government services. Online adoption rates for major services:

♦ Certificates of Existence:	85%, up 13% from 2003-2004
♦ Annual Report filings:	74%, up 6% from 2003-2004
♦ UCC Search:	98%, up 5% from 2003-2004
♦ UCC Filing:	59%, up 10% from 2003-2004

Increase in Personal Services Assumptions

- Administrative Bargaining Unit Agreement resulted in increases to approximately ½ of the department's staff.
- Merit increases
- Increases in health insurance and dental insurance rates
- Similar rate increase in Audit, Treasurer, and Executive

MV Franchise Board Attorney

- PL 356 amended the MV Franchise Law, established the Maine Motor Vehicle Franchise Board and created the membership of the board, assigning one member, appointed by the Secretary of State to serve as Chair. The requirement was the person be an attorney and assigned to the BMV. The staff attorney classification was the best fit for the position and does not represent the Bureau in other matters, only Board issues.

Municipal Excise Tax Reimbursement Fund

- 214 Municipalities requested reimbursement (list attached)
- Budgeted transfer to the Highway fund:
 - ◊ \$1,905,687 in FY2007
 - ◊ \$1,907,680 in FY2008

Digital Records Management Plan – Attached

cc w/attachments:

Members, Joint Standing Committee on Appropriations and Financial Affairs

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal Excise Tax Reimbursement Fund

FY06 - Participating Municipalities and Amount of Reimbursement

LOCATION	AMOUNT
ALBION TOWN OF	\$301.98
ALFRED TOWN OF	\$359.80
ANSON TOWN OF	\$66.19
ARUNDEL TOWN OF	\$3,078.77
ASHLAND TOWN OF	\$1,318.02
ATHENS TOWN OF	\$267.08
AUBURN CITY OF	\$75,393.05
AUGUSTA CITY OF	\$27,462.34
AURORA TOWN OF	\$160.57
AVON TOWN OF	\$7.30
BANGOR CITY OF	\$38,446.88
BELFAST CITY OF	\$2,317.22
BELGRADE TOWN OF	\$644.23
BENTON TOWN OF	\$485.98
BIDDEFORD CITY OF	\$9,716.32
BLAINE TOWN OF	\$1,291.63
BLUE HILL TOWN OF	\$472.44
BOOTHBAY TOWN OF	\$1,406.17
BOWDOIN TOWN OF	\$118.64
BOWDOINHAM TOWN OF	\$617.30
BREWER CITY OF	\$1,815.40
BRIDGEWATER TOWN OF	\$47.50
BROOKS TOWN OF	\$746.88
BROWNVILLE TOWN OF	\$3,214.60
BRUNSWICK TOWN OF	\$5,338.34
BUCKSPORT TOWN OF	\$440.38
BURNHAM TOWN OF	\$296.79
BUXTON TOWN OF	\$1,940.17
CAMBRIDGE TOWN OF	\$755.50
CAMDEN TOWN OF	\$240.96
CAPE ELIZABETH TOWN OF	\$139.90
CARIBOU CITY OF	\$3,949.81
CARMEL TOWN OF	\$410.71
CASCO TOWN OF	\$459.22
CASTLE HILL TOWN OF	\$76.94
CHAPMAN TOWN OF	\$785.93
CHELSEA TOWN OF	\$429.87
CHESTER TOWN OF	\$18,538.64
CHESTERVILLE TOWN OF	\$287.80
CHINA TOWN OF	\$2,798.05
CLINTON TOWN OF	\$2,116.47
COLUMBIA TOWN OF	\$211.29
CORINNA TOWN OF	\$150.84
CORINTH TOWN OF	\$72.99
CORNVILLE TOWN OF	\$2,359.57
CUMBERLAND TOWN OF	\$525.68

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal Excise Tax Reimbursement Fund

FY06 - Participating Municipalities and Amount of Reimbursement

LOCATION	AMOUNT
DANFORTH TOWN OF	\$1,061.61
DAYTON TOWN OF	\$2,423.84
DENMARK TOWN OF	\$1,906.39
DENNISTOWN PLT	\$403.00
DEXTER TOWN OF	\$647.92
DIXMONT TOWN OF	\$1,323.14
DOVER-FOXCROFT TOWN OF	\$10,459.67
DRESDEN TOWN OF	\$40.53
DYER BROOK TOWN OF	\$933.33
EASTON TOWN OF	\$7,436.70
ELLSWORTH CITY OF	\$2,816.83
FAIRFIELD TOWN OF	\$1,341.65
FALMOUTH TOWN OF	\$427.45
FARMINGDALE TOWN OF	\$435.23
FARMINGTON TOWN OF	\$3,269.62
FORT FAIRFIELD TOWN OF	\$6,761.81
FORT KENT TOWN OF	\$7,459.74
FRANKFORT TOWN OF	\$234.23
FRANKLIN CTY OF	\$3,507.30
FREEDOM TOWN OF	\$334.52
FRENCHVILLE TOWN OF	\$783.83
FRIENDSHIP TOWN OF	\$834.57
GARDINER CITY OF	\$779.10
GARFIELD PLANTATION	\$3,271.72
GLENBURN TOWN OF	\$306.22
GORHAM TOWN OF	\$4,449.73
GOULDSBORO TOWN OF	\$392.80
GREENBUSH TOWN OF	\$64.64
GREENE TOWN OF	\$7,249.14
GUILFORD TOWN OF	\$4,139.03
HAMPDEN TOWN OF	\$40,093.17
HANCOCK TOWN OF	\$2,453.05
HARMONY TOWN OF	\$940.47
HARPSWELL TOWN OF	\$73.42
HARRISON TOWN OF	\$1,347.32
HEBRON TOWN OF	\$5,334.68
HERMON TOWN OF	\$252,660.60
HODGDON TOWN OF	\$2,036.79
HOLDEN TOWN OF	\$7,758.21
HOLLIS TOWN OF	\$2,757.21
HOULTON TOWN OF	\$1,868.05
HOWLAND TOWN OF	\$215.36
HUDSON TOWN OF	\$2,776.34
JACKMAN TOWN OF	\$17,906.29
JAY TOWN OF	\$1,775.49
JEFFERSON TOWN OF	\$2,255.37
JONESBORO TOWN OF	\$1,448.59

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal Excise Tax Reimbursement Fund

FY06 - Participating Municipalities and Amount of Reimbursement

LOCATION	AMOUNT
JONESPORT TOWN OF	\$20.26
KINGFIELD TOWN OF	\$4,977.72
KNOX TOWN OF	\$207.24
LEBANON TOWN OF	\$154.09
LEE TOWN OF	\$557.89
LEEDS TOWN OF	\$1,392.59
LEVANT TOWN OF	\$432.12
LEWISTON CITY OF	\$17,057.24
LIMERICK TOWN OF	\$99.44
LIMESTONE TOWN OF	\$0.66
LIMINGTON TOWN OF	\$3,890.05
LINCOLN TOWN OF	\$6,047.56
LINNEUS TOWN OF	\$1,699.01
LISBON TOWN OF	\$9,781.69
LIVERMORE FALLS TOWN OF	\$86.17
LUBEC TOWN OF	\$25.16
LYMAN TOWN OF	\$6,635.52
MACHIAS TOWN OF	\$83.91
MADAWASKA TOWN OF	\$15,066.16
MADISON TOWN OF	\$1,316.28
MANCHESTER TOWN OF	\$1,212.02
MAPLETON TOWN OF	\$861.21
MARIAVILLE TOWN OF	\$400.86
MARS HILL TOWN OF	\$1,211.36
MARSHFIELD TOWN OF	\$98.30
MATTAWAMKEAG TOWN OF	\$131.17
MECHANIC FALLS TOWN OF	\$1,543.61
MEDWAY TOWN OF	\$2,552.08
MILBRIDGE TOWN OF	\$223.11
MILO TOWN OF	\$614.65
MINOT TOWN OF	\$831.01
MONMOUTH TOWN OF	\$280.76
MONSON TOWN OF	\$113.19
MOOSE RIVER TOWN OF	\$822.70
MOSCOW TOWN OF	\$259.18
NASHVILLE PLT OF	\$186.36
NEW GLOUCESTER TOWN OF	\$655.34
NEW LIMERICK TOWN OF	\$185.03
NEW PORTLAND TOWN OF	\$652.01
NEWBURGH TOWN OF	\$422.33
NEWCASTLE TOWN OF	\$0.22
NEWPORT TOWN OF	\$2,827.83
NORWAY TOWN OF	\$2,067.33
OAKLAND TOWN OF	\$6,754.66
OLD ORCHARD BEACH TOWN OF	\$883.08
OLD TOWN CITY OF	\$10,641.56
ORONO TOWN OF	\$4,110.55
OXFORD TOWN OF	\$1,354.91

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal Excise Tax Reimbursement Fund

FY06 - Participating Municipalities and Amount of Reimbursement

LOCATION	AMOUNT
PALERMO TOWN OF	\$2,470.59
PARIS TOWN OF	\$4,440.39
PATTEN TOWN OF	\$2,074.95
PEMBROKE TOWN OF	\$384.00
PERRY TOWN OF	\$7.51
PHIPPSBURG TOWN OF	\$1,116.97
PITTSFIELD TOWN OF	\$94.15
PITTSTON TOWN OF	\$1,211.94
POLAND TOWN OF	\$34,640.96
PORTAGE LAKE TOWN OF	\$1,676.83
PORTER TOWN OF	\$4,598.15
PORTLAND CITY OF	\$913.07
POWNA TOWN OF	\$185.15
PRESQUE ISLE CITY OF	\$8,270.61
READFIELD TOWN OF	\$218.12
REED PLANTATION OF	\$916.63
ROBBINSTON TOWN OF	\$72.73
ROCKPORT TOWN OF	\$1,170.04
SABATTUS TOWN OF	\$43.23
SANFORD TOWN OF	\$1,747.29
SANGERVILLE TOWN OF	\$271.81
SCARBOROUGH TOWN OF	\$114,253.59
SEARSMONT TOWN OF	\$1,096.21
SEARSPORT TOWN OF	\$4,414.80
SHAPLEIGH TOWN OF	\$213.27
SHERMAN TOWN OF	\$3,896.22
SIDNEY TOWN TREAS	\$1,351.20
SKOWHEGAN TOWN OF	\$38,939.67
SKOWHEGAN TOWN OF	\$2,074.26
SO BERWICK TOWN OF	\$690.34
SO PORTLAND CITY OF	\$97,270.10
SO THOMASTON TOWN OF	\$146.73
SOLON TOWN OF	\$1,943.96
SOUTHWEST HARBOR TOWN OF	\$22.85
ST AGATHA TOWN OF	\$24,993.20
ST ALBANS TOWN OF	\$74.90
ST FRANCIS TOWN OF	\$6,619.61
ST GEORGE TOWN OF	\$776.09
ST JOHN PLT TREAS	\$1,853.47
STACYVILLE TOWN OF	\$110.74
STANDISH TOWN OF	\$2,314.30
STATE OF MAINE (UNORGANIZED TERR)	\$822.52
STRONG TOWN OF	\$665.79
TEMPLE TOWN OF	\$133.61
THORNDIKE TOWN OF	\$309.55
TOPSHAM TOWN OF	\$5,598.36
TRENTON TOWN OF	\$2,279.03
TROY TOWN OF	\$506.42

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal Excise Tax Reimbursement Fund

FY06 - Participating Municipalities and Amount of Reimbursement

LOCATION	AMOUNT
TURNER TOWN OF	\$8,489.91
UNION TOWN OF	\$4,927.21
UNITY TOWN OF	\$9,706.19
VAN BUREN TOWN OF	\$5,547.63
VASSALBORO TOWN OF	\$1,321.23
W GARDINER TOWN OF	\$810.40
W PARIS TOWN OF	\$217.36
WALDO TOWN OF	\$56.43
WALDOBORO TOWN OF	\$2,318.75
WARREN TOWN OF	\$346.68
WATERBORO TOWN OF	\$5,322.25
WATERFORD TOWN OF	\$1,028.92
WATERVILLE CITY OF	\$1,947.07
WELLS TOWN OF	\$128.14
WESTBROOK CITY OF	\$11,420.61
WESTFIELD TOWN OF	\$233.11
WHITEFIELD TOWN OF	\$2,573.50
WHITNEYVILLE TOWN OF	\$734.20
WILTON TOWN OF	\$61.54
WINDHAM TOWN OF	\$1,597.02
WINDSOR TOWN OF	\$433.53
WINSLOW TOWN OF	\$1,297.99
WISCASSET TOWN OF	\$200.73
WOOLWICH TOWN OF	\$445.33
YORK TOWN OF	\$24.23
TOTAL	\$1,183,790.89

Municipal Excise Tax Fund Distributions

Year Collected /Disbursed	Actual Distribution to Municipalities	Budgeted Distribution to Municipalities	Actual Transfer to Highway Fund	Budgeted for Transfer to Highway Fund
FY05 / Oct. 05 (FY06)	\$1,040,085.00		\$1,739,426.00	
FY06 / Oct. 06 (FY07)	\$1,183,791.00		\$1,989,389.00	
FY07 / Oct. 07 (FY08)		\$1,204,028.00		\$1,905,687.00
FY08 / Oct. 08 (FY09)		\$1,264,050.00		\$1,907,680.00

Department of Secretary of State Maine State Archives

Planning for the Maine Digital Archives

Overview and Plan for the Next Two Years

Jim Henderson, Director, Maine State Archives

February 28, 2007

Overview

The Digital Archives will integrate born digital, digitized, and non-digital (paper, microform, photographic) records into a comprehensive records management system that will capture, classify, convert, store, secure and provide access to the State's archival records.

The system will present, or provide pointers to, each record series (e.g., legislative bills, corporate charters, Board of Environmental Protection licensing projects) and all associated archival records regardless of original or current format: digital; digitized paper or photographs; paper; photographs; audio/video (analog or digital); etc.

This is consistent with the Maine State Archives' statutory mandates (5 MRSA Ch. 625) and statutory requirements regarding the admissibility of electronic records in legal proceedings (16 MRSA 456-A, 4, A).

It also conforms to the Performance Budget Prototype's stated goal for the Archives:

Preserve and protect the official records of Maine's state and local governments through efficient records retention processes and ensure the integrity and accessibility of these public records for Maine citizens.

The Archives has gained experience and knowledge over the past decade that has contributed to the development of a detailed strategy to implement a Digital Archives. The strategy is open to continuous review and adjustment as opportunities and technological change demand.

Initial Goals

The next two years should be devoted to integrating the Maine State Archives existing digital assets into a fully functioning records management system and to building the human resources within the Archives to manage and implement additions to the system.

Those assets include the following:

- A records management database that tracks records retention schedules for all State agencies, including a description of the records, retention period, disposition (archival or destroy), location in the Archives or its Records Center, and, in selected cases, the contents of storage containers.
- Approximately 25 smaller databases indexing tens of thousands of specific records (photographs; early court records; newspapers by name, dates, and location; legislation; maps; moving images, etc.).
- Two large databases of marriages and deaths with approximately 500,000 records in total.
- Over 100,000 digitized images of documents and photographs.
- The GeoArchives, a system for identifying, capturing, managing and providing access to geographic information system (GIS) data layers.

Initial Resources

The integration of these databases, images, and GIS data layers into a functioning records management system that is suitable to operate the Digital Archives will cost an estimate \$200,000, according to the Deputy Secretary of State for Digital Records. This will include consulting and programming time, plus the required computer hardware and software.

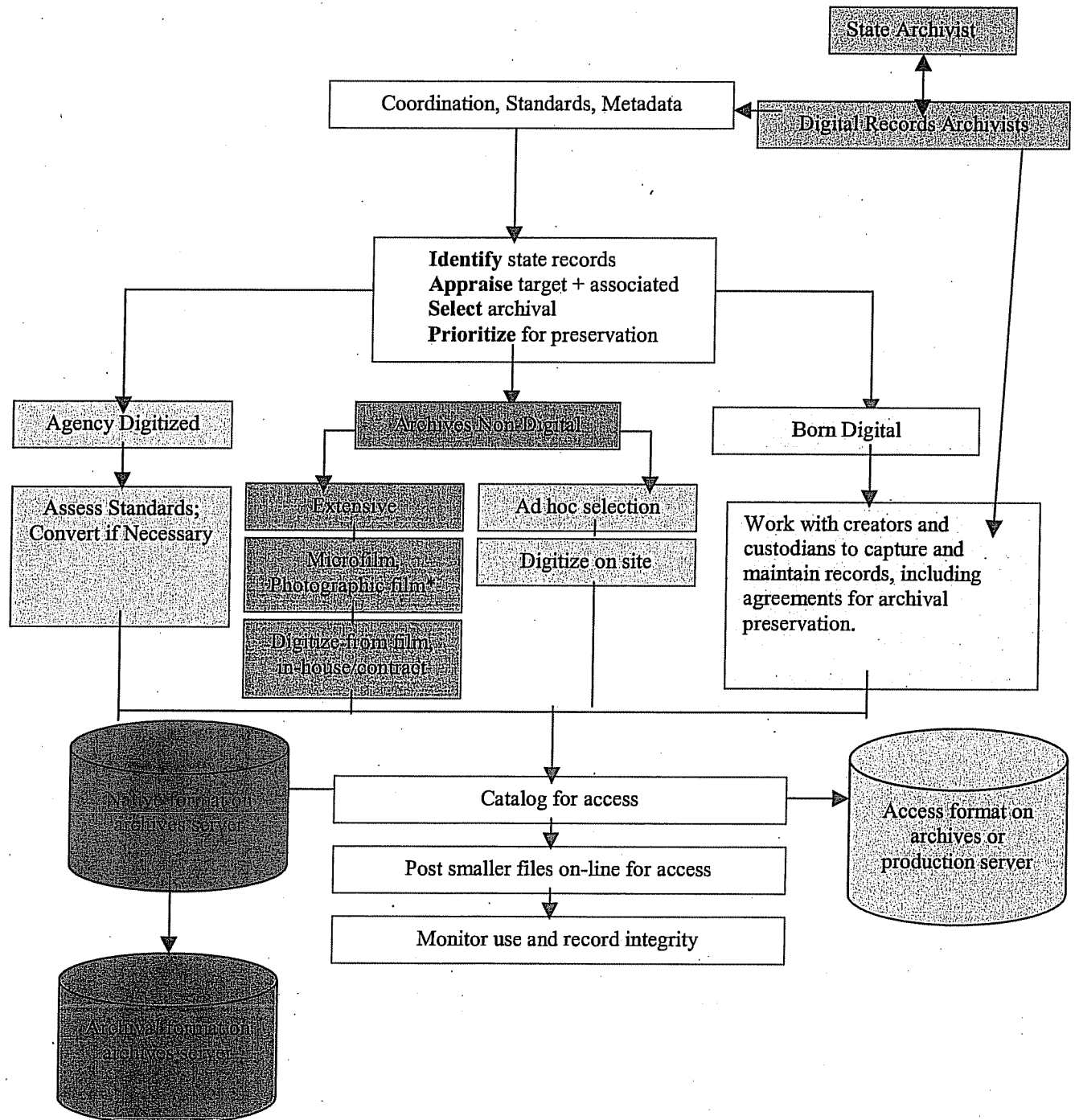
Additionally, a Digital Archivist position should be created as the Project Manager for the Archives, to coordinate the Archives' needs with the technical integrators.

Finally, an Archivist III is essential to develop the knowledge and skills required for the incorporation of new records into the Digital Archives.

Estimated Costs

Cost Element	Initial	Annual
Consulting/programming	\$150,000	\$25,000
Hardware/software	\$50,000	\$10,000
Digital Archivist	\$66,000	\$66,000
Archivist III	\$40,000	\$40,000
E-mail, phone, PC, workstations	\$8,000	\$1,500
Totals: (estimated)	\$314,000	\$142,500

Overview of Digital Archives Concept



Preserving the State of Maine's Digital Assets: a Proposal from the Maine State Archives

Jim Henderson, Director, Maine State Archives
November 30, 2004

Abstract

Maine State government spends millions each year, \$31 million by the Bureau of Information Services alone, to create, update, maintain, and distribute information through digital technology. These digital assets are critical elements of the State's infrastructure.

The Problem

Unfortunately, many records with permanent value produced with this technology have been lost due to hardware or software obsolescence, improper storage, media failure, intentional destruction, or lack of adequate documentation. Simply having the State Archives store discs, tapes and other digital media would only create a mass of obsolete, unreadable artifacts.

The Law

Maine State law requires that no government record, or class of records, be destroyed unless determined to have no permanent value to government or its citizens. The law also specifically requires that digital records be retained in a format that insures the "integrity and accuracy of the information" for as long as they must be retained. Maine's "right-to-know" law provides citizens with the right to review and copy all non-confidential public records, including those in digital form.

The Response

In 1990 the Maine State Archives, working with other State agencies, developed a *Digital Records Management Plan* that provides guidance to approaching this problem. However, despite several attempts, no funds have been available to update and execute it.

The Proposal

The State Archives needs a staff position, with technical and archival expertise,

- 1) to identify digital records having permanent value,
- 2) work with the creating agencies and those with technical resources (Bureau of Information Services, the Office of Geographical Information Systems) to preserve these records for their administrative, legal or informational value, and
- 3) manage the preservation and access systems for these records.

That position must have access to reasonable financial resources to insure that appropriate preservation and access is accomplished. The State Archives has lost 26 percent of its staff positions since 1974 and needs to respond to 20th Century challenges in the 21st Century.

The Problem

Maine State government spends millions each year to create, update, maintain, and distribute information through digital technology. These digital assets are critical elements of the State's infrastructure, yet substantial resources have not been directed toward protecting them for long-term retention. This problem, not unique to Maine, has several elements: loss of information, technological, need for planning, need for solutions, need for management. Possibly the most shocking element of the problem is the loss of information that has taken hundreds of millions of dollars to create. The Bureau of Information Services alone spends \$31 million each year. Other technology dependent agencies add to the total.

Unfortunately, many records with permanent value produced with this technology have been lost due to technological problems (hardware or software obsolescence, media failure) or management problems (improper storage, failure to migrate to new systems, intentional destruction, lack of adequate documentation). Simply having the State Archives store discs, tapes and other digital media would only create a mass of obsolete, unreadable artifacts.

As an example of the growing digital nature of the State's records, the job description for the "Cartographer" position at Inland Fisheries and Wildlife reads in part as follows:

- Prepares maps and other documents for visual presentation and publication . . .
- Uses customized GIS software (ArcMap) to create and distribute digital copies of BwH (Beginning with Habitat Project) GIS habitat data.
- Researches, digitizes, compiles, and updates spatial data, attribute data, and associated metadata on a wide variety of GIS data sets to keep the BwH information current.
- Updates the BwH web site and responds to web site inquiries.
- Assists with GIS-related tasks as assigned.

The Maine GeoLibrary was created to provide wide public access to the State's geographic information. Its library now consists of over 100 data sets or "layers" in its Data Catalog. However, public users will not, in most cases, be able to track changes in this data over time since changes involve the systematic deletion of old data.

Status of Digital Records Preservation:

Currently, digital records for which archival retention is appropriate are

- largely **unidentified**,
- some identified but **not captured** in archival media according to archival standards,
- currently in existence but **about to be rendered obsolete**,

E.g., Department of Education, Maine Assessment of Education test data, 1985 to present, is now in several database formats; or

1970-1989 School Funding Subsidy Formula Data with final subsidy amounts, and Vocational Education Student Enrollment Demographic Data.

"I do not think this conversion is going to happen for about 1-2 years. We are in the process of building the system with MIS right now. As for the old data- the records they have now - there was not a plan to convert those. They are on an old system and [we] did not think we would be able to convert all the old stuff." [Dept. of Education, 2004]

- or, already **destroyed or obsolete** (see the examples below).

Loss of Information

Much information in digital form, for which the State has spent substantial resources, is no longer accessible. Here are some examples, by no means a complete inventory:

- **Uniform Crime Reports** data of the early 1980's - on obsolete tapes
- **State Planning Office** data on 8" floppy disks - no longer readable by State equipment
- **Mapping** data originally on Geographic Information System (GIS) databases - deleted systematically by agencies that have no current need (e.g., early road locations)
- Human services created **indexes to marriage certificates** (bride, groom names, residence, date of marriage) - the tapes containing data from 1967-1976 became unreadable, resulting the loss of several hundred thousand records.
- Human Services attempted to scan thousands of **vital records** - they became inaccessible when the indexing database was corrupted beyond recovery.
- **E-mail** containing policy level material, including archival commissioner's correspondence - deleted or exists on obsolete e-mail systems no longer supported.
- **Legislative information** (bills, proceedings, status) is now on-line - no known long-term preservation provision.
- Department of Education data tracking **trends and graduation rates** since 1970. In 2001 it reported "The database that these records are stored on is extremely old and unreliable. Past attempts to recreate or recall the data has been unsuccessful." Later the Department affirmed that

In response to your request, the "Subsidy Printouts/Backup Data" materials are not available in electronic form.

The Subsidy Printouts are an electronic "program" not an electronic "report" -- so unless you can run a COBOL program on a UNIX server, Archives can not have this electronically. Until we get a newer more modern computer program -- which I do not foresee happening in the near future due to lack of staff and money -- it is unlikely that these documents will be available electronically in the near future.

Also, the Backup Data is not available electronically -- these are paper documents only and even include hand written notes -- Archives have the only copies of these materials.

The continued loss of valuable information assets is a major liability for State government.

The Law

Maine State law (5 MRSA Ch. 6) requires that no government record, or class of records, be destroyed unless they have been determined to have no permanent value to government or its citizens. The law (16 MRSA §456-A) also specifically requires that digital records be retained in a format that insures the "integrity and accuracy of the information" in them for as long as they must be retained.

Maine's "right-to-know" law (1 MRSA §402) defines "public records" to include "electronic data compilation from which information can be obtained" and provides citizens with the right to review and copy all non-confidential public records.

Finally, the Archives statute (5 MRSA §92-A), and enforceable rules (29-255 Chapter 1) adopted by the Maine State Archives, define records as "all documentary material, *regardless of media* or characteristics, made or received and maintained by an agency in accordance with law or rule or in the transaction of its official business." The statute specifically includes "electronic record" within the definition of a record.

In addition to long-term or "historical" uses, State records must be available for current legal requests. The statute on "Admissibility of electronic records" as evidence (16 MRSA Section 456-A), states (emphasis added)

3. A. If a rule of law requires a record to be presented or retained in its original form . . . , that requirement is met by an electronic record if there exists a **reliable assurance as to the integrity of the information** set forth in the electronic record at the time it was first generated in its final form, whether as an electronic record or in another form. Reliable assurance may be based on documentation of standard operating, access and security procedures

3. B. The **integrity and accuracy** of the information in an electronic record are determined by whether the information has remained complete and unaltered, apart from the addition of any endorsement and any change that arises in the normal course of communication, storage and display.

4. A. If a rule of law requires that certain documents, records or information be retained, that requirement is met by retaining electronic records as long as the following conditions are satisfied:

(1) The information contained in the electronic record remains **accessible so that it is usable** for subsequent reference;

(2) The electronic record is retained in the **format** in which it was generated, stored, sent or received, or in a format that can be demonstrated to reflect accurately the [original] information . . . ; and

(3) Any information that enables the **identification of the source or origin and destination** of an electronic record and the date and time when it was sent or received is retained.

The Proposal

Create the Position of Digital Records Archivist

The Maine State Archives requested the establishment of this position in 1993, and has advocated for it as a budget item several times since then. The Archives has lost 18% of its staff since 1989.

The destruction of the State's digital records continues to be a true "emergency" item. Its consequences are less visible than boxes stored in offices or courthouses. But the continued future loss of important State records in digital form is a serious issue.

This Management Analyst II will have overall responsibility for insuring the identification, assessment, and preservation of the State's archival digital records: complex databases, indexes to other records, legislative documents, e-mail messages, images, etc.

The position will have prime responsibility for updating and executing the Archives' *Digital Records Management Plan*, first adopted in 1990. Activities include:

- insure that State records will be accessible, for the appropriate time, in appropriate formats, and, if warranted, preserved on appropriate media;
- develop and oversee Service Level Agreements with the Bureau of Information Services, the Office of Geographical Information Systems, and others providing technical preservation services;
- provide technical advice to the Archives regarding the preservation of its own digital records, especially its digital catalogs and digital image collections.

An All Other appropriation of at least \$50,000 annually, to purchase services from the Bureau of Information Services, the Office of Geographical Information Systems, and others should accompany this position.

Focus on digital records having priority for preservation:

- Department of Education, Maine Assessment of Education test data, 1985 to present. (A manageable test project.)
- E-mail generally, commissioners files as first priority.
- Legislative records, especially the proceedings, the journal, and bills as introduced and finally passed. These are useful for efficient research and as indexes to original paper copies, which will continue to be retained in the Archives.
- State Planning Office data files. A wealth of information for research and as background to policy development.
- The GeoLibrary and the Maine Office of Geographical Information Systems mapping and supporting database files. MeGIS typically retains files of current interest to contracting agencies; however, archival retention beyond business needs is essential in selected cases. (A current grant will make a dent in this problem, but needs professional guidance and follow-up.

Maine State Archives Staffing History: 1989-2004

The Maine State Archives staff is not bloated by any stretch of the imagination.

- Authorized maximum, 1974: 22; actual maximum, 1975:19; current staff: 13.
- Total staff reduced by 28%, from 18 to 13 in the past 10 years.
- Administrative staff reduced by 50%.
- Archives Services Division's staff reduced from 7 to 5 (29%)
- Paper conservator position, eliminated in 1994.
- Microphotographer position eliminated in 2006.
- Research Room staff, reduced by 17%.

At the same time staff intensive activity has increased, not counting database and Internet inquiries.

- Retrievals of the Archives' records for researchers:
1989 - 42,300
2004 - 64,500
- Inquiries received by the Archives from researchers:
1989 - 8,675
2004 - 11,067

Federal grant sources have assisted in planning and on particular projects. They do not support long-term or permanent staff positions.

G.25.	Fireworks Displays Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	6 years Not Confidential
G.26.	Fishing License to catch fish.	3 years Not Confidential
G.27.	Flea Markets/Flea Market Dealers Permit to operate a flea market, or to sell goods at a flea market.	3 years Not Confidential
G.28.	Food Service Establishments License to operate a food service establishment such as a restaurant.	3 years Not Confidential
G.29.	Horse Drawn Cabs License to operate a horse drawn cab.	3 years Not Confidential
G.30.	Hunting License to hunt deer, moose, birds, or other wildlife.	7 years Not Confidential
G.31.	Innkeepers License to operate a lodging establishment.	3 years Not Confidential
G.32.	Installations in Public Right of Way (Water, Sewer, Natural Gas, etc.) Water, sewer, natural gas, and other utility service installations that cross a public right of way. Street Excavations does not include Drains, Connecting Public to Private . These are covered separately, as Item G.19 , on booklet page 31.	1 year after installation is removed Not Confidential
G.33.	Junk Collector/Junk Dealer Permit to operate a junk business (other than for motor vehicles) or to hold goods that would normally be stocked by such a business.	3 years Not Confidential
G.34.	Junkyards/Automobile Graveyards Permit to operate a junkyard or other business that stocks inoperative motor vehicles.	5 years Not Confidential
G.35.	Itinerant Vendors/Transient Sellers of Consumer Merchandise License to sell consumer merchandise without establishing a permanent place of business.	3 years Not Confidential
G.36.	Lodging Houses License to operate a lodging house.	3 years Not Confidential
G.37.	Lunch Wagons License to operate a lunch wagon.	3 years Not Confidential
G.38.	Massage Establishment License to operate a massage establishment.	3 years Not Confidential

G.39.	Massage Therapist License to perform massage therapy. (This is a State license. Some municipalities require that a copy be filed locally.)	3 years Not Confidential
G.40.	Mobile Home/Over-Limit Vehicles – Moving Permits Includes both claims filed against local government agency, and claims filed against others by local government agency.	3 years Not Confidential
G.41.	Mobile Home Parks Permit to operate a mobile home park.	2 years after park is discontinued Not Confidential
G.42.	Moorings Permit to place and use a boat mooring.	3 years Not Confidential
G.43.	Motion Picture Theaters Permit to operate a motion picture theater.	3 years Not Confidential
G.44.	Municipal Building Permits for State Buildings Building permit for a structure owned by the State of Maine.	Life of building plus one year Not Confidential
G.45.	Music, Dancing, Special Entertainment Permit for a private club to allow performances by musicians, hold dances, etc	3 years Not Confidential
G.46.	Oil Terminal Facility Applications State-licensed facility for storage of fuel oil.	Until license expires Not Confidential
G.47.	Partnerships, Withdrawals, and Sole Proprietorships Record of how each business operating within the municipality is organized.	Until 6 years after the business ceases operations Not Confidential
G.48.	Pawnbrokers Permit to operate a pawn shop.	3 years Not Confidential
G.49.	Pinball Machines Permit to have a pinball machine operating on premises.	3 years Not Confidential
G.50.a	Plumbing – Prior to 1974 Plumbing permits granted before 1974, with all related documentation.	No retention Not Confidential
G.50.b	Plumbing – 1974 and After – Inside Building Only Plumbing permits granted in 1974 and afterward, for inside of building only.	4 years Not Confidential

G.50.c	Plumbing – 1974 and After – External (Outside Building) Plumbing permits granted in 1974 and afterward, for work done outside of building.	Permanent Not Confidential
G.51.	Poles and Wires See Utility Location Permits.	See Utility Location Permits Not Confidential
G.52.	Public Building Construction/Public Accommodation Occupancy (Accessibility for the Disabled) Permit to construct a public building or public accommodation that must be accessible to the disabled.	Life of building plus 1 year Not Confidential
G.53.	Public Exhibitions Permit to hold a public exhibition.	3 years Not Confidential
G.54.	Public Markets Permit to operate a public market.	3 years Not Confidential
G.55.	Rendering Facilities Permit to operate a rendering facility.	3 years Not Confidential
G.56.	Roller Skating Rinks Permit to operate a roller skating rink.	3 years Not Confidential
G.57.	Secondhand Dealers Permit to operate a business specializing in resale of personal property.	3 years Not Confidential
G.58.	Septage Disposal Sites Permit to dispose of human waste on a certain property.	Permanent Not Confidential
G.59.	Shooting Galleries Permit to operate a shooting gallery.	3 years Not Confidential
G.60.	Shoreland Zoning Permits/Zoning Permits Generally Permit for an appropriate use within a particular zone of a municipality, including within a shoreland zone.	3 years after expiration Not Confidential
G.61.	Special Amusements Permit required before licensee for sale of liquor to be consumed on the premises may allow any live music, dancing or entertainment of any sort.	3 years Not Confidential
G.62.	Street Excavations Permit to dig in a street.	3 years after expiration Not Confidential
G.63.	Subdivisions Permit to divide a parcel of land into smaller lots for resale or development.	3 years after expiration Not Confidential

G.11.b	Building – Plans and Specifications Detailed plans and specifications accompanying building permit application	6 years Not Confidential
G.11.c	Building – Never Built Application and all supporting detail when the building is never constructed.	6 years Not Confidential
G.12.	Burning Permit to kindle a fire within a municipality's limits, within stated limitations.	3 years Not Confidential
G.13.	Cable Television Franchise Franchise granted to company to supply cable television service to subscribers within municipality.	6 years after expiration Not Confidential
G.14.	Carnival or Circus Permit to hold carnival or circus	6 years after expiration Not Confidential
G.15.	Clams/Shellfish License to harvest clams or other shellfish.	3 years Not Confidential
G.16.	Closing Out Sales Permit to hold a going out of business or other type of closing out sale	5 years Not Confidential
G.17.	Conversion of Seasonal Dwelling Permit to convert a seasonal dwelling for year-round use.	Life of Building Not Confidential
G.18.	Dogs/Kennels License to keep a dog, or license to keep up to a specific number of dogs.	3 years Not Confidential
G.19.	Drains, Connecting Private to Public License to connect a private drainage pipe to a public system.	Permanent Not Confidential
G.20.	Driveway Permits Permit to construct a driveway (sometimes called a Curb Cutting Permit).	Until driveway no longer exists Not Confidential
G.21	Eating Establishments Permit to operate an eating establishment.	3 years Not Confidential
G.22	Electrical Equipment/Installations Permit to install new electric service, or to upgrade or otherwise substantially alter an existing installation.	3 years Not Confidential
G.23.	Explosives, Keeping and Transportation of Permit to transport or store explosives.	6 years Not Confidential
G.24.	Farmers Market Permit to operate a farmers market.	3 years Not Confidential

DISPOSITION SCHEDULE G:

LICENSES AND PERMITS

Note: This schedule lists licenses and permits that local government agencies are required to maintain, plus licenses and permits that may be maintained at the local government agency's option. Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
G.01.	Air Emissions License Applications Licenses granted to businesses that discharge atmospheric pollutants.	Until license expires Not Confidential
G.02.	Alcoholic Beverages (On Premises Consumption) Licenses for businesses to sell alcoholic beverages for on premises consumption.	Current year Not Confidential
G.03.	Amusement Devices/Adult Amusement Devices Licenses for various amusement devices.	3 years Not Confidential
G.04.	Auctions Auction permits.	1 year Not Confidential
G.05.	Beano Permits to hold beano games.	1 year Not Confidential
G.06.	Billiard, Pool, Bagatelle Rooms Licenses to operate billiard, pool, or bagatelle rooms.	3 years Not Confidential
G.07.	Bottle Clubs Licenses to permit consumption of liquor brought to the premises, not sold there.	3 years Not Confidential
G.08.	Bowling Alleys Permits to operate bowling alleys.	3 years Not Confidential
G.09.	Buildings Used for Public Assembly Permits for buildings used for public meetings.	3 years Not Confidential
G.10.	Burial Permits Permit to bury a human body.	See Disposition Schedule P Not Confidential
G.11.a	Building – Permit and File Information Building permit and filing information.	Life of building plus one year Not Confidential

G.64.	Taxicabs/Vehicles for Hire Includes both taxicab business licenses and driver's licenses.	3 years Not Confidential
G.65.	Trailer Parks See Mobile Home Parks (since "trailer" in this case refers to a mobile home).	see Mobile Home Parks - G.41 Not Confidential
G.66.	Transient Sellers See G.35, Itinerant Vendors/Transient Sellers of Consumer Merchandise.	3 years Not Confidential
G.67.	Trapping License to trap animals, as permitted by Dept. of Inland Fisheries and Wildlife. Note: no longer issued at municipal level.	7 years Not Confidential
G.68.	U.C.C. (Uniform Commercial Code) Filing with Corporations, Elections & Commissions (Dept. of the Secretary of State) to document debt secured by personal property.	10 years (or 5 years after maturity of instrument) Not Confidential
G.69.	Utility Location Pole permit.	Life of pole plus 1 year Not Confidential
G.70.	Victualers License to sell food already prepared for human consumption.	3 years Not Confidential
G.71.	Waste Transfer Permit to transport trash.	5 years Not Confidential
G.72.	Weapons, Concealed - Obsolete Permit to carry a concealed weapon, including the related case file. This is now done by the Dept. of Public Safety, so retention period applies to those permits and case files still on site at municipalities	5 years Not Confidential
G.73.	Wetlands Applications Application to drain or otherwise alter a wetland. Since this is handled by the Dept. of Environmental Protection, it only needs to be documented at the municipal level until the public hearing process has been completed.	Until after public hearing Not Confidential
G.74.	Yard Sale Permit to sell personal property from premises not otherwise licensed for this purpose.	3 years Not Confidential

DISPOSITION SCHEDULE H:

LAW ENFORCEMENT

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

(1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;

(2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);

(3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;

(4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
H.01.a	Accident records, Nonfatality Copies of records maintained by Traffic Division, State Police, for traffic accidents in which no one was killed. Retained long enough so that any juvenile involved has time to attain majority and file suit before records are destroyed.	25 years following accident Not Confidential
	Accident records, Fatality Copies of records maintained by Traffic Division, State Police, for traffic accidents resulting in at least one death.	15 years following accident Not Confidential
H.02.	Arrest Records Record of arrest, including mug shots and fingerprints.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Not Confidential
H.03.	Complaint Logs/Cards Log kept in any format by law enforcement agency, recording all complaints.	Permanent Not Confidential

F.20.	Official Reports Other Than Fire Reports, such as theft from vehicle, created by Fire Department but not concerning a fire.	1 year Not Confidential
F.21.	Run Sheets Form completed each time a truck leaves the station. Includes ambulances when these are municipally operated.	6 years Not Confidential EXCEPT when medical record information would be disclosed (4)
F.22.	Sprinkler Records Records of sprinkler systems in buildings protected.	Permanent Not Confidential
F.23.	Statistics Sent to chief.	1 year Not Confidential
F.24.	Structure Fires Permanent records of fires that have damaged or destroyed buildings.	Permanent Not Confidential
F.25.	Underground Storage Tanks All records documenting location, construction, and condition of any underground storage tank (which would generally be used, or have been used, for fuel).	25 years after removal of tank Not Confidential
F.26.	Woodstove Inspections Inspections of woodstoves to verify their safe installation.	Until stove is removed Not Confidential

*Until age 80 IF State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years.

F.07.	Fire Dispatch Records Record of truck(s) dispatched in response to a reported fire.	6 years Not Confidential
F.08.	Fire Prevention Files (also called Inspection Files) Fire inspections on buildings within municipality.	Life of building plus 6 years Not Confidential
F.09.	Fire Prevention Permits Permits reissued each year for possession of explosives, flammables.	Current year Not Confidential
F.10.	Forest Fire Reports Report of a possible forest fire.	3 years Not Confidential
F.11.	Form Letter to Owner of Building Where Fire Has Occurred – Obsolete Letter sent to the owner of any building where a fire has occurred	2 years Not Confidential
F.12.	General Notices Notices issued to all firefighters by chief.	Permanent Not Confidential
F.13.	General Orders Orders issued by the chief to be followed until canceled.	Permanent Not Confidential
F.14.	Investigation Files Investigation of fires that have taken place within municipality.	Permanent Confidential (Title 16, Section 614)
F.15.	Incident Reports Answers to alarms.	2 years Not Confidential
F.16.	Juvenile Fire- Starter Case Files Records of juveniles who have started fires, and of steps taken to prevent recurrence.	Until former juvenile is 23 years old Confidential (Title 15, Chapter 507, Sub-Section 3308)
F.17.	Manpower Reports Report of all firefighters on duty and/or responding to calls.	10 years Not Confidential
F.18.	Monthly Hazard Reports Report of hazards discovered during monthly safety inspections.	2 years after expiration Not Confidential
F.19.	Narrative Reports Report on a fire, prepared by the officer in charge. Describes the actions taken and the cause, property owner, dollar loss etc. This is made available to the owner and insurance companies.	6 years Not Confidential

H.04.	Communications Records Log of radio transmissions. Also called Dispatch Records.	2 years Not Confidential
H.05.a	Investigative Case Records, Homicides Investigation files for homicides.	Permanent Confidential (Title 16, Section 614)
H.05.b	Investigative Case Records, Criminal Cases/Cleared Investigation files for criminal cases that have been closed.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential (Title 16, Section 614)
H.05.c	Investigative Case Records, Criminal Cases/Open Investigation files for criminal cases that remain open.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential (Title 16, Section 614)
H.05.d	Investigative Case Records, Sudden/Accidental Death Investigation files for sudden or accidental deaths (not classified as homicides).	Permanent Confidential (Title 16, Section 614)
H.05.e	Investigative Case Records, All Other All other investigative cases not covered under H.05.a, H.05.b, H.05.c, or H.05.d.	7 years Confidential (Title 16, Section 614)
H.06.	Juvenile Records Records of juveniles who are the subject of investigations.	Until former juvenile is 23 years old Confidential (Title 15, Chapter 507, § 3308)
H.07.	Pawn Slips Record of pawn shop activity.	6 years Not Confidential

H.08.	Summonses Issued by Animal Control Officers and Local Shellfish Wardens Summonses issued by local animal control officers and shellfish wardens.	3 years Not Confidential
H.09.	Telecommunication Terminal Logs (Teletype) Teletype from telecommunication terminals.	2 years Not Confidential
H.10.a	Telecommunications Terminal Messages (Master Copy Retained by State Police) - NCIC III Inquiry Logs National Crime Information Center inquiry logs.	Until NCIC audit Not Confidential
H.10.b	Telecommunications Terminal Messages (Master Copy Retained by State Police) - All Other All telecommunications terminal messages except NCIC. Cannot be destroyed if METRO (Maine Telecommunications and Radio Operations) Manual requires otherwise.	Current plus one year Not Confidential
H.11.	Uniform Crime Reports Uniform Crime Reports.	Current month plus one year Not Confidential
H.12.	Uniform Traffic Ticket and Complaint Traffic tickets.	Until final court disposition Not Confidential

*Until age 80 IF State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years.

DISPOSITION SCHEDULE F:

FIRE DEPARTMENTS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

(1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;

(2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);

(3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;

(4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
F.01.	Auto Fires Fire calls involving motor vehicles rather than structures.	5 years Not Confidential
F.02.a	Bomb Threat Reports – Identified Bomb threats in which the perpetrator is identified.	Until perpetrator reaches age 80* Not Confidential
F.02.b	Bomb Threat Reports – Anonymous Bomb threats in which the perpetrator is not identified.	7 years Not Confidential
F.03.	Complaints Complaints of fire hazards, made to Fire Department.	File with inspections Not Confidential
F.04.	E-Bills (Firefighters Hired for Outside Jobs) Bills for services of firefighters working temporarily for other employers.	2 years Not Confidential
F.05.	Equipment Maintenance Records Repairs and routine maintenance of departmental equipment, including ladders, vehicles, etc. Records should not be destroyed if a claim against the Department is pending or anticipated, and the records would be needed as evidence.	2 years Not Confidential
F.06.	False Alarms False alarm reports.	2 years Not Confidential

E.04.	Posted Notices, Specimen Ballots, Instruction Posters to Which Materials Pertain Posted notices concerning election matters, specimen ballots provided for public information, and instruction posters for voter information.	Destroy after election Not Confidential
E.05.	Receipt for Certified Copies of Voting List Receipt for certified copies of voting list.	1 year Not Confidential
E.06.	Record of Receipts for Ballots Issued and Received Record of receipts for ballots issued and received.	1 year Not Confidential
E.07.a	Registration and Enrollment Applications - Voters Removed from Voting List Registration and enrollment cards for voters who have been removed from the current voting list. INFORMATIONAL NOTE: Since the adoption of this provision, statutory law has changed the retention period to 5 years – see 21-A MRSA §172.	2 years Not Confidential
E.07.b	Registration and Enrollment Applications - All Other Voters Registration and enrollment cards for all voters currently active or inactive.	Retain until voter is removed from voting list Not Confidential
E.08.	Election Records Not Specified in 1-7 All election records not otherwise listed on this disposition schedule.	2 years Not Confidential
E.09.	Municipal Candidate Petitions Petitions filed by candidates for municipal office.	6 months Not Confidential
E.10.	Municipal Referendum Petitions Petitions filed by citizens desiring to bring matters to municipal referendum.	2 years Not Confidential

Please note: The retention periods listed in Attachment E are set by statute (Title 21A, Section 23; also MRSA 30A, Sections 25-28, sub-section 4, paragraph C), and are reproduced within this Rule for citizen convenience only. Questions concerning the retention of election records should be referred to the Division of Elections.

DISPOSITION SCHEDULE I:

ASSESSOR'S RECORDS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
I.01.	Callbacks Record of property owners not available to assessor on first visit, who must be called to make an appointment so the assessor can gain access to the property.	5 years Not Confidential
I.02.	Declaration of Value Forms Forms filed as part of real estate transfer showing selling price of property.	5 years Not Confidential
I.03.	Forest Fire Suppression Tax Landowner Return - Obsolete Obsolete program to fund suppression of forest fires.	No retention Not Confidential
I.04.	Personal Property Lists of taxable personal property owned by residents of municipality.	6 years Not Confidential
I.05.	Property Transfers and Property Listings Record of property transferred from owner to owner, and lists of real property in the municipality.	Permanent Not Confidential
I.06.	Revaluations Detail created by the process of re-valuing properties. Before these records can be destroyed, the summary information (new valuation and effective date) should be incorporated in the Assessor's permanent records.	6 years Not Confidential
I.07.a	Tax Abatement Records, Municipal – Application for Abatement Applications for tax abatement filed with municipality.	3 years Not Confidential
I.07.b	Tax Abatement Records, Municipal – Record of Abatements Granted/Refused Record of abatements granted and refused by municipality.	Permanent Not Confidential

I.08.	Tax Exemption Records This series is defined as any record that states the name of a person or business granted an exemption; the amount of that exemption, and the reason for granting it. It includes Applications for Homestead and Veterans' Exemptions. Tax exemptions must be recorded in the Valuation Book in order for records described in this item to be destroyed.	6 years Not Confidential
I.09.	Tax Maps Maps showing municipalities' lot numbers, owners, etc.	Permanent Not Confidential
I.10.	Tree Growth Files Program to provide tax incentive to owners of forested land to manage it per guidelines.	3 years after last parcel or portion of a parcel included in original filing is totally withdrawn from program Not Confidential
I.11.	Valuation Records Valuation book, valuation cards, or any method used to track properties for that purpose. It is not necessary to retain a separate valuation list permanently, although one may be created for convenient use.	Permanent Not Confidential

DISPOSITION SCHEDULE E:

ELECTION RECORDS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

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Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

(1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;

(2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);

(3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;

(4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
E.01.	Ballots Used for County Elections, Municipal Elections, Referenda Elections or Special Legislative Elections Ballots used for county elections, municipal elections, referenda elections or special legislative elections. These ballots must be retained for 2 months. (21-A, section 23.7)	2 months Confidential (Title 21-A, § 22.2)
E.02.	Ballots, All Other Elections Ballots used for all elections except municipal elections, referenda elections or special legislative elections. Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series Confidential (Title 21-A, § 22.2)
E.03.	Incoming Voting Lists The list of all of the voters in a municipality which is used by election officials at a voting place to record which voters have been issued a ballot at an election. (Title 21-A, section 1.21)	2 years Not Confidential

D.06.	Juvenile Cases Cases in which the defendant is a juvenile.	Treat as District Court cases Confidential (Title 15, Chapter 507, Sub-Section 3308)
D.07.	No Complaint Issued Files Cases that do not result in a complaint being issued.	1 year Not Confidential
D.08.	Pleas at Arraignment Pleas at arraignment.	1 year Not Confidential
D.09.	Subpoenas, Witness List and Fees Witness subpoenas, list of witnesses, and fees for subpoenas to be served.	1 year Not Confidential
D.10.	Superior Court Cases All documents related to Superior court cases.	1 year after case closed Not Confidential
D.11.	URESAs* Files (Now Handled by Dept. of Human Services) Uniform Reciprocal Enforcement of Support Act collections made (formerly) by DA's office.	No retention Not Confidential
D.12.	URESAs* Lists Received from Human Services Uniform Reciprocal Enforcement of Support Act – lists of collections made by Dept. of Human Services.	1 year Not Confidential

Note: The above are minimum retention periods. Records should be retained as long as they continue to facilitate the District Attorney's legal and administrative needs.

DISPOSITION SCHEDULE J:

REGISTER OF DEEDS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
J.01.	Attachments Attachments filed against property for repayment of debt.	Permanent Not Confidential
J.02.	Bankruptcies Bankruptcy filings and related documents.	Permanent Not Confidential
J.03.	Deeds Copies of Deeds to real property.	Permanent Not Confidential
J.04.	Discharges Discharges of indebtedness.	Permanent Not Confidential
J.05.	Foreclosures Foreclosures; i.e., seizing of property to satisfy debt.	Permanent Not Confidential
J.06.	Instruments Legal documents not otherwise identified on this schedule, also filed with Register of Deeds.	Permanent Not Confidential
J.07.	Leins Notice of debt filed to prevent sale of encumbered property.	Permanent Not Confidential
J.08.	Mortgages and Discharges Document(s) recorded to provide legal evidence of a mortgage against real property, and document(s) confirming that a mortgage has been discharged, including supporting schedules, required legal forms, and correspondence for mortgages and mortgage discharges filed with Registry.	Permanent Not Confidential
J.09.	Plans Blueprints, specifications, drawings, and related documents submitted for recording.	Permanent Not Confidential

DISPOSITION SCHEDULE K:

REGISTER OF PROBATE

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
K.01.	Adoptions Adoptions processed by Probate Court prior to 8/8/1953 are not confidential. Adoptions processed on or after that date are confidential.	Permanent Confidential Title 18-A §9-310
K.02.	Application for Emergency Involuntary Admission to a Mental Hospital The "blue" form used for this purpose.	1 year Confidential Title 34-B §1207
K.03.	Changes of Name Changes of name requested from Probate Court.	Permanent Not Confidential
K.04.	Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age Correspondence with Judge above marriages involving persons less than 16 years old.	2 years Not Confidential
K.05.	Decedents' Estates, Formal and Informal Filing of estate papers with Register of Probate, including wills, inventories, etc. This does not include wills deposited for safekeeping only, since these are private property and not public records.	Permanent Not Confidential

DISPOSITION SCHEDULE D:

DISTRICT ATTORNEYS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
D.01.	Copies of Court and Law Enforcement Records Copies of court and law enforcement records	1 year Not Confidential
D.02.	District Attorney's Notes District Attorney's notes about cases in progress.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series Confidential per Title 16, §614
D.03.	District Court Cases All documents related to District Court cases	1 year after case closed Not Confidential
D.04.	Extraditions Extraditions of offenders apprehended in other jurisdictions	1 year Not Confidential
D.05.	Harassment Notice Files Case files for Harassment Notices.	1 year Not Confidential

DISPOSITION SCHEDULE C:

COUNTY TREASURERS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

(1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;

(2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);

(3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;

(4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
C.01.	Assessors' Returns Reports completed and filed by assessors on property valuations within county.	Permanent Not Confidential
C.02.	Canceled Bonds Bonds that have been paid off by the county.	Permanent Not Confidential
C.03.	Distribution Book Record of tax dollars collected and expended, by line item	Permanent Not Confidential

K.06.	Docket Books Dockets of all Probate Court cases.	Permanent Not Confidential
K.07.	Miscellaneous Petitions Petitions for matters not covered by other series, such as authority to handle custody and control of remains	Permanent Not Confidential
K.08.a	Notice of Publication - Affidavits Documentation that notice was published when the law requires this.	Permanent Not Confidential
K.08.b	Notice of Publication - Newspaper Clippings Clippings containing published notices.	1 year Not Confidential
K.09.	Proceedings Under Rule 81 Proceedings taken to District or Superior Court.	Permanent Not Confidential
K.10a.	Protective Proceedings, Emergency Child Protective Cases in which Probate Court is petitioned to provide a guardian or conservator for an individual lacking capacity.	Permanent Confidential (1), (4)
K.10b.	Protective Proceedings, Guardians and Conservators for Minor Children Cases in which Probate Court is petitioned to provide a guardian or conservator for an individual lacking capacity.	Permanent Not Confidential
K.10c.	Protective Proceedings, Guardians and Conservators for Individuals for Adults Cases in which Probate Court is petitioned to provide a guardian or conservator for an individual lacking capacity.	Permanent Not Confidential
K.11.	Recording Information Not Duplicated in Other Series Books or film of incoming documents.	Permanent Not Confidential
K.12	State of Maine Tax List Form List of heirs who may be liable for inheritance taxes.	No retention (obsolete) Not Confidential
K.13.	Surrender and Release Filings Filing in which a birth mother surrenders custody of her child to the Dept. of Human Services. Confidential only if related to an adoption filed on or after 8/8/1953.	Permanent Confidential Title 18-A §9-310
K.14.	Trusts Trusts filed with Probate Court.	Permanent Not Confidential
K.15.	Waiver of Waiting Period Between Filing of Marriage Intentions and Issuing of License - Obsolete Waiver granted so a marriage can take place before the waiting period normally required has been completed.	2 years Not Confidential

DISPOSITION SCHEDULE L:

SCHOOL RECORDS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

Please note: This disposition schedule applies to all school records, not to the records of exceptional students only. Chapter 101: Maine Special Education Regulations sets additional requirements. The passage relating specifically to retention and destruction of records of exceptional students is quoted below for convenience purposes.

15.10 Destruction of Information

The School Administrative Unit shall inform parents when the S.A.U. has determined that education records are no longer needed to provide educational services to the student or to demonstrate that the S.A.U. has provided the student with a free appropriate public education as required by these rules. Such records must be destroyed at the request of the parents or may be turned over to parents upon their request. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitations.

NOTE: Education records pertaining to students with disabilities may be useful in the future to the student or their parents if application is made for federal benefits.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) Federal Privacy Act of 1974 (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) Social Security Act, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) Family Educational Rights and Privacy Act, 20 U. S. C. § 1232g;
- (4) Standards for Privacy of Individually Identifiable Health Information (HIPAA), 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

DISPOSITION SCHEDULE B:

COUNTY CLERKS/COMMISSIONERS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
B.01.	Census Reports County copies of U.S. census reports.	Permanent Not Confidential
B.02.	Deputy Bonds Deputy sheriff performance bonds.	6 years after expiration Not Confidential
B.03.	Petitions for License Petitions for licenses granted at the county level.	6 years Not Confidential
B.04.	Revenue Sharing Records Record of revenue sharing funds received and expended by county.	Permanent Not Confidential
B.05.	Road Petitions - Obsolete Petitions for building or repair of roads.	10 years Not Confidential
B.06.	Road Records - Obsolete Records of road construction and repair.	Permanent Not Confidential

A.62.	Trees Municipal arborist's records of trees growing in municipality.	Until 3 years after tree is removed Not Confidential
A.63.	Union Agreements Collective bargaining agreements with unions representing employees of local government agency.	Retain until new agreement is signed and time limit for filing grievances under old agreement has expired Not Confidential
A.64.	Vacation and Holiday Schedules Schedule for employee use of leave time.	Current year Not Confidential
A.65.	Volunteer Files All records maintained on service of individual volunteers.	6 years after separation Confidential (1), (2)
A.66.	Vouchers Authorization to pay local government agency's financial obligations.	6 years Not Confidential
A.67.	Warrants – Financial and Treasurer's Warrants for payment of obligations, and warrants sworn by local government officials to guarantee proper discharge of their duties.	6 years Not Confidential
A.68.	Warrants – Municipal Municipal warrant used to call a town meeting.	Permanent Not Confidential
A.69.	Welfare records - applications and case files General assistance, donated commodities, HEAP (Heating and Energy Assistance Program), ECIP (Energy Crisis Intervention Program), etc.	3 years Confidential (1), (2)
A.70.	Wellness program records Records of employee participation in program designed to encourage behaviors thought to result in improved health.	Current year Confidential (4)
A.71.a	Workers Compensation Records – First Report of Injury No lost work time, so that the only record required is the initial report of injury.	1 year after close of case Confidential (4)
A.71.b	Workers Compensation Records – Completed Claim First report plus other records, when claim is finalized by a lump sum settlement.	1 year after close of case Confidential (4)
A.71.c	Workers Compensation Records – Long Term Claim First report plus other records where time is lost from work, and case is not finalized by lump sum payment.	20 years after last payment Confidential (4)

Series	Series Title / Description and Confidentiality Status	Retention
L.01.a	Accident Reports – Faculty and Other Employees of School System Accident reports completed when faculty members or other employees are injured on school property.	Treat as transitory personnel records (see Disposition Schedule A) Confidential (4)
L.01.b	Accident Reports – Students Accident reports completed when students are injured on school property.	Treat as part of Health Record Confidential (4)
L.01.c	Accident Reports – Others Injured on School Property Accident reports completed when anyone not a faculty member, other employee, or student is injured on school property.	6 years Confidential (4)
L.02.a	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Nonrecord Informational copies of records.	Retain current information only Not Confidential
L.02.b	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Transitory Faculty committees, extracurricular activities, phone logs, duty rosters, etc.	Current year Not Confidential except as may be provided by 20-A MRSA 6101(2)
L.02.c	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Substantive Accreditation Committee, Teacher Support Team, etc.; files which document policy-making and policy-implementing activities.	Minimum of 6 years Not Confidential except as may be provided by 20-A MRSA 6101(2)
L.02.d	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Policy (Primarily Principals and Superintendents) Policies such as the following: governing student behavior; governing student safety and well-being; curriculum content, emphasis, or themes; extracurricular activities; other policies documenting school or district educational development.	Permanent Not Confidential

L.02.e	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Historical Materials documenting unique aspects or special traditions of the school or district.	Permanent Not Confidential
L.03.	Adult Education Grants Grants received for use in adult education programs.	Until closed plus 6 years Not Confidential
L.04.	Adult Education Student Records (Active and Inactive) Records of grades, courses taken, attendance, etc. for students participating in adult education programs.	Permanent Confidential (3)
L.05.	Annual Registration/Emergency Cards Cards completed each year to register students for school and to serve as a source of emergency contact information (i.e., who should be called if student becomes ill or is injured, or for any other reasons needs to be picked up during the course of the school day).	Current year Confidential (3)
L.06.a	Athletic Program Records – Athletic Trainer/Sports Medicine Sports program records related to use of trainers, and to sports medicine.	File with student insurance forms Confidential (3)
L.06.b	Athletic Program Records – Budget Detail Fiscal records for athletic/sports programs.	2 years Not Confidential
L.06.c	Athletic Program Records – Coaches Reports/Summary of Season Reports of all games played and their outcomes.	Permanent Not Confidential
L.06.d	Athletic Program Records – Income From Games Report of income earned from games.	4 years Not Confidential
L.06.e	Athletic Program Records – Injury Reports Reports completed whenever a student is injured during participation in program.	File with health record when athletic program use has ended Confidential (3, 4)
L.06.f	Athletic Program Records – Permission Slips Slips signed by student's parent or guardian giving permission for participation in any part of the program.	6 years Confidential (3)

A.56.a	Recordings of Meetings Without Verbatim Transcript All official meetings held or conducted by local government officials. If both an audio and a video recording are made at the direction of the local government agency, only one or the other needs to be retained for 5 years.	5 years Not Confidential
A.56.b	Recordings of Meetings With Verbatim Transcript All official meetings held or conducted by local government officials, when a verbatim transcript has been made from the recording.	Until transcribed Not Confidential
A.56.c	Verbatim Transcript All official meetings held or conducted by local government officials — verbatim transcript made from audio or video recording created at the direction of the local government agency.	Permanent Not Confidential
A.57.	Regulatory Statistics Regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	6 years Not Confidential
A.58.	Retirement and Pension Records All records needed to document an employee's retirement rights and status.	See Long Term Personnel Records A.53.a Confidential (1), (2)
A.59.	Salmonella Analysis Reports Salmonella analysis reports from solid waste treatment plants, required by Dept. of Environmental Protection.	3 years after last batch of compost is sold, or 2 years after closure of facility (CH 419, sec. 6.A; CH 409, sec. 4.F) Not Confidential
A.60.a	Site Plans - Approved Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent Not Confidential
A.60.b	Site Plans – Work in Progress Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Until no longer needed Not Confidential
A.61.	Training and Education of Employees Training and education of employees: Information about available training/education opportunities.	Update as needed Not Confidential

A.51.	Parks and Recreation Facilities Construction and maintenance of nature trails, playgrounds, and other facilities maintained by municipality, except for municipally owned and operated buildings.	Until 6 years after facility ceases to be operated Not Confidential
A.52.	Payrolls All records used to create payrolls for local government agency employees.	6 years Confidential (1), (2)
A.53.a	Personnel Records – Employment History Employment history (including dates of employment, salary history, full time/part time status).	60 years unless employer has been notified that the former employee has died; in which case 10 years after former employee's death Confidential MRSA 30-A § 2702
A.53.b	Personnel Records – Transitory All other personnel records, including courses and workshops taken.	6 years or until destruction is permitted by applicable collective bargaining agreement Confidential MRSA 30-A § 2702
A.53.c	Personnel Records – Form I-9 Federally required proof that employee has a legal right to work in the U.S.	1 year after termination or 3 years after hire, whichever is later Confidential (1), (2)
A.54.	Property Records Other than deeds to real estate — documentation for purchase and maintenance of property that the local government agency records on an inventory.	6 years after disposal of property Not Confidential
A.55.	Receipts Documentation for payments made to others by local government agency, and documentation for payments received from others by local government agency.	6 years Not Confidential

L.06.g	Athletic Program Records – Sports Participation Records All records not specified in L.06.a – L.06.f that document participation by students in the program.	File with permanent record when athletic program use has ended Confidential (3)
L.07.	Attendance Cards Used to notify administration of student absences; information transferred to permanent record.	Current year Confidential (3)
L.08.	Attendance Letters Sent by school office to parents whose students have accumulated excessive absences.	Current year Confidential (3)
L.09.	Buildings and Grounds Records Records of maintenance and improvements made by staff employed for that purpose. Destroy records when facility no longer exists, or transfer records to new owner.	Life of facility (or as long as owned by School Dept.) Not Confidential
L.10.	Bus Transportation Forms Record of bus taken by each student for the year.	2 years Confidential (3)
L.11.a	Chapter One Records – Analytical Information Statistical (summary) information from Chapter One programs.	2 years Not Confidential
L.11.b	Chapter One Records – Individual Student Records Records of each student enrolled in a Chapter One program.	Permanent Confidential (3)
L.12.	Child Abuse Reports Reports of suspected abuse that are required by law; retention period is the same as at Dept. of Human Services, where these reports are received and investigated.	10 years Confidential (3) ¹
L.13.	Children's Medications and Behavioral Plans Medications and behavioral plans for students requiring such assistance.	File with health record until 6 years after student reaches age 18 Confidential (3)
L.14.	Class Standing Lists Lists of students in order of class standing.	Permanent Not Confidential

¹ Title 22 MRSA section 4008 covers child abuse records maintained by DHS, but does not mention copies at the local school level

L.15.a	Curriculum (Syllabi, Lesson Plans, etc.) – Routine Materials Used by Teachers Routine curriculum materials used by teachers.	Retain current information only Not Confidential
L.15.b	Curriculum (Syllabi, Lesson Plans, etc.) – Innovative, New, Experimental Materials (Introductory Year Only) The introductory year only for innovative, new, or experimental curriculum materials.	Permanent Not Confidential
L.16.	Discipline Records Records of disciplinary contact between administrators and students.	See: notes on students Confidential (3)
L.17.	District Registration Cards (Tuition Students) Cards documenting enrollment in a school district by each student who comes into it on a tuition basis.	Current year Confidential (3)
L.18.	Driver Education Records Records generated by student participation in driver education programs.	2 years Confidential (3)
L.19.	Excuse Notes (Late/Absent/Dismissed) Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year Confidential (3)
L.20.	Faculty Meetings/Department Head Meetings, Agendas and Minutes Minutes, agendas, etc. for faculty meetings and department head meetings.	Current year Not Confidential
L.21..	Federal and State Grants Federal and state grant case files	Until closed plus 6 years Not Confidential
L.22.	Food Service Files All records of school food service operations.	3 years Not Confidential
L.23.	GED Student Records Federal, state and privately funded grants sought and/or obtained by local government agencies: applications, reports, and supporting documentation.	Permanent Confidential (3)
L.24.	Health Records Records of student illnesses, injuries, vaccinations, etc.	6 years after student reaches age 18, or return to parent or student Confidential (3), (4)

A.43.	Leases Leases entered into by local government agency.	Permanent Not Confidential
A.44.	Ledgers/Journal Entries (Including Distribution Records) Summary accounting records, showing line item totals of income and expenditures for year.	Permanent Not Confidential
A.45.	Minutes of Meetings, Notes (Handwritten or Stenographic) (See also Item 51.) Notes taken during official meetings held by local government agency, for the purpose of producing minutes.	Until transcribed Not Confidential
A.46.	Minutes of Meetings All official meetings held or conducted by local government officials, where official minutes are kept.	Permanent Not Confidential
A.47.	Minutes of Meetings, Transitory Routine staff meetings, NOT the official proceeding of a board or committee.	2 years Not Confidential
A.48.	Mortgages Mortgages on property owned by local government agency, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Permanent Not Confidential
A.49.a	Municipal Inspection Files, No Order Resulting These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection does not result in an order of eviction, compliance, correction or remediation.	3 years Not Confidential
A.49.b	Municipal Inspection Files, Order Resulting These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection results in an order of eviction, compliance, correction or remediation.	3 years from closure of case Not Confidential
A.50.	Municipal Ordinances All ordinances adopted by a municipality, including documentation as to why the ordinance was proposed.	Permanent Not Confidential

A.37.a	Hospital Liens - Discharged Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien is discharged because the obligation has been paid.	6 years Not Confidential
A.37.b	Hospital Liens – Not Discharged Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien has not been discharged because the obligation remains unpaid.	Permanent Not Confidential
A.38.	Insurance Claims Includes both claims filed against local government agency, and claims filed against others by local government agency.	Until settled plus 6 years Not Confidential
A.39.a.	Insurance Policies, General Liability Policies carried by local government agency to protect itself against liability claims.	30 years after expiration Not Confidential
A.39.b.	Insurance Policies, All Other Policies carried by local government agency to protect itself against all other losses except liability claims.	6 years after expiration Not Confidential
A.40.	Inventories Lists of capital equipment or minor equipment and other non-real property owned by local government agency.	6 years Not Confidential
A.41.a	Job Descriptions – No Grievances Pending Description of duties performed or to be performed by particular positions.	Retain current version only Not Confidential
A.41.b	Job Descriptions Grieved with Collective Bargaining Description of duties performed or to be performed by particular positions.	Follow applicable collective bargaining agreement Not Confidential
A.42.	Labor Citations – Safety Violations Record of safety violations discovered during inspection of local government facilities. Note: an uncorrected violation may not be destroyed.	Current plus one year Not Confidential

L.25.	Home Instruction Records Records of those students being home schooled, whether temporarily or on-going.	Permanent Confidential (3)
L.26.	Honor Rolls Lists of students making the honor roll	Permanent Not Confidential
L.27.	Individual Student (“Permanent”) Records When a student transfers to a new school, the permanent record folder may be transferred or copies provided in lieu of transfer. These files normally include a student's health record, attendance, classes taken, grades received.	Retain at school last attended Confidential (3)
L.28.	Insurance Correspondence Correspondence with the school's insurers.	6 years Not Confidential
L.29.	Insurance Policies Policies issued to the school department for coverage of various hazards.	See A.39a. and A.39.b Not Confidential
L.30.	Inventories Books, furniture, etc.	Current year Not Confidential
L.31.	Kindergarten Screening Records created as children are evaluated against set standards to determine their readiness for enrollment in kindergarten.	5 years Confidential (3)
L.32.	Legal Files Records of all legal actions in which the school department has been involved.	Until issue is resolved plus 6 years Not Confidential
L.33.	Legislative Information Records of all legislation, pending or passed, that may affect the school department.	4 years Not Confidential
L.34. a	Library Records – Audio Tape Circulation Circulation records for audio tapes (and other audio format library materials).	Until item is returned Not confidential
L.34.b	Library Records – Book Circulation Circulation records for library books.	Until item is returned Not confidential
L.34.c	Library Records – Scrapbooks Scrapbooks created by school library.	Permanent Not Confidential