

# MAINE STATE LEGISLATURE

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**Legislative Document**

**No. 148**

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H. P. 101

In House of Representatives, January 22, 1959

Referred to Committee on Towns and Counties. Sent up for concurrence and 750 copies ordered printed.

HARVEY R. PEASE, Clerk

Presented by Mr. Treworgy of Orono.

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**STATE OF MAINE**

IN THE YEAR OF OUR LORD NINETEEN HUNDRED  
FIFTY-NINE

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**AN ACT Relating to Municipal Records.**

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

**R. S., c. 90-A, § 57-A, additional.** Chapter 90-A of the Revised Statutes, as enacted by section 1 of chapter 405 of the public laws of 1957, is amended by adding a new section 57-A, as follows:

**‘Sec. 57-A. Preservation of municipal records.** The old records of any municipality which in the opinion of the municipal officers are in danger of being rendered valueless because of the ravages of time or which have no permanent value to the municipality may be disposed of subject to the following conditions:

**I.** The municipal officers may dispose of old records as herein provided when so authorized by the legislative body. Authority once given shall be deemed continuing.

**II.** The municipal officers together with the clerk and treasurer shall constitute a committee to review such municipal records as may be disposed of, shall carry out such disposition and shall file due certificate thereof which shall be recorded by the municipal clerk. The certificate shall state the type of record, the number of records, the method of disposition and the date of each such disposition.

**III.** The following municipal records may be disposed of as herein provided:

	Statutory Period of Retention	Disposition
<b>A. Municipal officers' and treasurer's records</b>		
1. Ledger and journal entry record	7 yrs.	Microfilm
2. Checks and bills	6 yrs.	Destroy
3. Vouchers and treasurer's receipts	6 yrs.	Destroy
4. Treasurer's warrants	6 yrs.	Destroy
5. Distribution record	20 yrs.	Microfilm
6. Payrolls	6 yrs.	Destroy
7. Tax lien records	10 yrs.	Destroy
8. Minutes of selectmen's meetings	20 yrs.	Microfilm
<b>B. Tax collector's records</b>		
1. Commitment, regular and supplemental	20 yrs.	Microfilm
2. Cash sheets	6 yrs.	Destroy
3. Excise tax records	3 yrs.	Destroy
4. Tax collector's settlement	20 yrs.	Microfilm
<b>C. Assessors' records</b>		
1. Valuation book	20 yrs.	Microfilm
2. Tax exemption records	20 yrs.	Microfilm
3. Abatement records	20 yrs.	Microfilm
4. Tax maps	20 yrs.	Microfilm
<b>D. Town clerk's records</b>		
1. Town meeting and council records	20 yrs.	Microfilm
2. Forms of oaths given or taken	20 yrs.	Destroy
3. Oath books	20 yrs.	Microfilm
4. Security titles for personal property (chattel mortgages, conditional sales, etc.)	6 yrs.	Microfilm
5. Dog licenses	3 yrs.	Destroy

IV. Records disposed of by microfilming shall be accomplished by the production of 2 positive films, one to be retained by the municipality in a fire-proof container and properly labeled to show the contents, the other to be certified to the county for permanent storage. Records that have been microfilmed may be retained, destroyed or otherwise disposed of as the municipal officers shall determine.

V. Town meeting records, city council records and valuation books prior to the year 1900 need not be microfilmed unless clearly legible.'