

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

STATE LIBRARY

New Draft of: H. P. 101, L. D. 148

N I N E T Y - N I N T H L E G I S L A T U R E

Legislative Document

No. 1305

H. P. 923

House of Representatives, April 14, 1959

Reported by Mr. Porell from the Committee on Towns and Counties. Printed under Joint Rules No. 10.

HARVEY R. PEASE, Clerk

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED
FIFTY-NINE

AN ACT Relating to Municipal Records.

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

A. Municipal officers' and treasurer's records

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 of treasurer	10 yrs.	Destroy
8. Minutes of selectmen's meetings	20 yrs.	Microfilm

B. Tax collector's records

1. Commitment, regular and supplemental	20 yrs.	Microfilm
---	---------	-----------