

SCHEDULE 9 – BUILDING/LAND RECORDS

Series	Series Title	Description	Retention
9.1	Abandoned Property	Any records associated with the management of abandoned properties including but not limited to regulating the care, maintenance and security of property determined to be abandoned and addressing the property defects after notice and opportunity to comply has been given to responsible parties. According to statute, the municipality may recover its costs from the responsible parties.	Until all actions are settled/closed plus 6 years 30-A MRSA, §3106(A), (B)
9.2	Aerial Photographs	Systematic documentation of land use; not casual photos, which may be destroyed when no longer useful.	Permanent
9.3	Buildings and Grounds Records	Record of construction (if applicable), purchase, and on-going repair and alteration of buildings owned and/or operated by local government agency.	Destroy when building no longer exists, or transfer records to its new owner
9.4	Cemetery Lots	Record of ownership of lots in municipally operated cemeteries.	Permanent
9.5	Deeds to Properties Owned by Local Government Agencies	Deeds (plus any related documents) to a local government agency's real property. These deeds must also be recorded at the appropriate County Register's Office.	Permanent
9.6	Depreciation Schedules	Depreciation schedules for non-real property owned by local government agencies.	6 years after disposal of property
9.7.a	Leases - Housing/Tenant Files	Lease records relating to tenants in buildings/units owned, used or maintained by local government. Records may include, but is not limited to: Application, background check, etc.; Correspondence with tenants (including notifications, complaints and responses); Executed lease/agreement; Inspections.	6 years after termination of lease
9.7.b	Leases - Property	"Real Property" related leases (land, buildings and fixtures) to which the local government agency is a party. Records may include: legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of the lease.	10 years after termination of lease
9.8	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
9.9.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

Series	Series Title	Description	Retention
9.9.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
9.10	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
9.11.a	Site Plans - Approved	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent
9.11.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
9.12	Trees	Municipal arborist's records of trees growing in municipality.	Until 3 years after tree is removed
9.13	Zoning Records	Records related to zoning boundaries within the municipality. Records are typically blueprint maps which show streets, property lines, zoning boundaries, and area classifications.	Permanent