

**Section A**  
**Administration/General Office,**  
**Human Resources**

## Local Government Schedule 1 - Administrative Records

**NOTES:** Schedules pertain to records in any format - paper, electronic (digital data) or other. Determine what the "record copy" of your documents will be and apply the full retention time to those records. No copies shall be retained longer than what is considered the "record copy." For electronic recordkeeping requirements, see Appendix E. For general recordkeeping information refer to the Introduction.

Series	Series Title	Description	Retention
LG1.1	<b>Accident/Incident Reports, Employees and Public</b>	Includes personal injury, incidents, property damage, vehicle accidents, other accidents and/or complaints. The information is used for potential claims and the need for investigations. Additionally, OSHA requires agencies with more than ten employees to maintain a record of occupational injuries and illnesses. This record series may include: personal information, location of incident, type of accident, incident/accident specifics, if an employee was involved, a description of incident/complaint, action taken by staff members, witnesses, medical treatment sought (if any), work leave/restrictions and other related information.	No claim: retain 3 years from date of report then destroy Claim: retain 6 years after settlement or denial of the claim NOTE: for minors, retain records until age of majority, then follow above retention periods
LG1.2	<b>Administrative Calendars</b>	Employee calendars, facility use schedules, meeting schedules.	Retain calendars for current year then destroy
LG1.3	<b>Annual Reports Created by Local Government (one copy)</b>	E.g., town reports, comprehensive reports of counties, school districts, etc. (See also Reporting series and Publications)	Archival records, retain permanently
LG1.4a	<b>Bond Records, Contractor/Surety</b>	A surety (security or contract) bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. A job requiring a payment and performance bond will usually require a bid bond, to bid the job. Used to fulfill a contractual obligation. If a contract isn't fulfilled, loss is recovered through the surety bond.	Retain 6 years after expiration then destroy
LG1.4b	<b>Bond Records, Employee/Fidelity</b>	Supplementary employee insurance which protects local government agencies. Also known as a fidelity bond. Fidelity bonds reimburse employers for damages or losses that can arise from theft, forgery, fraud or embezzlement by company staff.	If applicable, retain 6 years after expiration then destroy
LG1.5	<b>Charters</b>	Charters, bylaws, mission statement or other similar documents establishing the responsibilities and authority of the local government agency.	Archival records, retain current versions, amendments and previous versions permanently
LG1.6	<b>Citizen Complaints</b>	Communications from citizens making a complaint, as well as the associated agency response. This record series may contain: correspondence, nature of complaint and steps taken by the office to answer the complaint.	Retain 3 years after final resolution then destroy

<b>LG1.7</b>	<b>Clinics Sponsored by Local Government Agency</b>	Immunizations, cholesterol/blood pressure screenings, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	Retain 10 years then destroy
<b>LG1.8</b>	<b>Comprehensive Plans (Adopted)</b>	These records document the plans for the future growth and development of the community. A comprehensive, long-range general plan addresses present and future needs of local government; and growth and development of all or any part of the land within the municipality/county. The plans may contain elements such as: Land Use Plan, Transportation and Circulation, Economy, Environment, Community Facilities Plan.	Archival records, retain permanently
<b>LG1.9a</b>	<b>Disaster or Emergency - Preparedness Plans</b>	Disaster and emergency preparedness plans for staff and facilities. Records may include, but are not limited to, correspondence, memoranda, risk assessments and studies, disaster/contingency and evacuation plans and building maps, supporting materials used to develop plans, and training and materials.	Retain until superseded then destroy
<b>LG1.9b</b>	<b>Disaster or Emergency - Response/Recovery Records</b>	Records documenting responses to and recovery from significant emergency or major disaster (such as major fires, flooding, pandemics, etc.) where non-routine methods and procedures are used, including the utilization of special resources and outside assistance. These types of incidents will typically disrupt or suspend normal operations.	Archival records, retain permanently
<b>LG1.10</b>	<b>Equipment/Asset Inventory</b>	Records relating to the inventorying of the agency's capital, expendable and consumable assets (including equipment, office furniture, autos and other items owned by the local government). Updated when new items are purchased and old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit. Series may contain: Name of the asset, description, location, purchase date, serial or other identifying number, original cost and current value. Also documents related to the purchase, upgrading, and maintenance of equipment such as motor vehicles, computers, etc.	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of Local Audit, whichever is sooner then destroy.
<b>LG1.11a</b>	<b>Events and Programs - Historic</b>	Records that document significant events or the history and development of the agency and its programs. (Refer to Appendix G for further guidance.)	Archival records, retain permanently
<b>LG1.11b</b>	<b>Events and Programs - Routine</b>	Records which document involvement in routine celebrations/ceremonies/events which do not contribute to policy or the history of the agency. Records may include: photographs, audio/visual recordings; planning documents; social media records.	Retain 3 years then destroy

LG1.12	<b>Freedom of Access Act Requests (FOAA)/Public Records Requests</b>	Records relating to requests from the public for access to the agency's public records in accordance with Title 1, Chapter 13, Subchapter 1. Records may include correspondence relating to the request; records documenting the public records provided to the requestor (copies or lists of the records provided, etc.). Records close upon completion of request.	Retain 1 year from the completion of request then destroy
LG1.13	<b>General Assistance Records - Applications and Case Files</b>	Records related to general assistance provided to residents for basic necessities such as affordable housing, utilities, and food.	Retain 3 years after closure of case then destroy
LG1.14a	<b>Grants - Denied Applications</b>	Documentation of grants in which the application has been denied. May include applications, grant evaluation summaries, working papers, letters of denial, and other related documentation.	Retain 1 year after grant application denied then destroy
LG1.14b	<b>Grants - Issued by Local Government</b>	Records may include grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, grant project status, fiscal reports, correspondence related to grant monitoring, audit reports, progress and compliance reports prepared and submitted by the grantee and related documentation.	Retain 6 years after end of grant period then destroy
LG1.14c	<b>Grants - Received by Local Government</b>	Documentation of grant projects and funds received and expended. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports, compliance reports, grant modification requests, and progress reports. Excludes final reports, publications or major studies related to the grant (covered by other archival schedules under this schedule).	Retain 6 years after end of grant period then destroy
LG1.15a	<b>Hazardous Chemicals - Chemical Identification List and Related Records</b>	Each work site where hazardous chemicals are used or stored must maintain a list, with SDS (see 1.15.b) and any related documents.	Retain 20 years after removal or destruction
LG1.15b	<b>Hazardous Chemicals - Safety Data Sheets</b>	Safety Data Sheets explain the hazards and describe the measures that should be taken if employees are exposed to chemicals stored or used at the work site.	Retain current version until updated
LG1.16	<b>Historical Records of Local Government</b>	Records that document significant aspects of the history of the community and its citizens; that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in these schedules. <b>NOTES:</b> Be certain that materials do not fall within other records series. See Appendix G for further information regarding Appraising Records for Archival Value.	Archival records, retain permanently

<b>LG1.17</b>	<b>Hospital Liens</b>	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care.	Retain 6 years after filing, then destroy. If there is a lawsuit filed within 6 years of filing, retain until resolved plus 6 years, then destroy. NOTE: for minors, retain records until age of majority, then follow above retention periods
<b>LG1.18</b>	<b>Insurance Claims</b>	Includes both claims filed against local government agency, and claims filed against others by local government agency.	Retain until settled plus 6 years
<b>LG1.19a</b>	<b>Insurance Policies, All Other</b>	Policies carried by local government agency to protect itself against all other losses except liability claims. Including: medical, automobile, fire, theft, life, and all other insurance policies purchased by the agency.	Retain 6 years after expiration
<b>LG1.19b</b>	<b>Insurance Policies, General Liability</b>	Policies carried by local government agency to protect itself against liability claims.	Retain 20 years after expiration (includes current and previous versions)
<b>LG1.20</b>	<b>Labor Citations - Safety Violations</b>	Record of safety violations discovered during inspection of local government facilities. <b>NOTE:</b> An uncorrected violation cannot be destroyed.	Current plus one year
<b>LG1.21</b>	<b>Legal Files</b>	Records of all legal actions in which local government has been involved.	Retain 6 years after issue is resolved; landmark or precedent setting cases may need to be retained for a longer period.
<b>LG1.22</b>	<b>Mail Delivery and Receipt</b>	Receipts for registered, certified or other mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason (including: notices for sewer liens and tax liens). The records are typically filed with the agency's copy of the item mailed. NOTE: In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, retain undeliverable/returned mail for as long as legally necessary.	Retain 1 year then destroy (unless needed longer for legal purposes)
<b>LG1.23</b>	<b>Multimedia Records (Not Recordings of Meetings)</b>	This series documents activities and functions in multimedia format. Such activities may document the administrative functioning of an agency, its programs, operations, and training and contribute to the understanding of the administrative history of an agency. When creating multimedia records, it is important to identify the event being recorded and people participating.	Retention is variable depending on subject matter. Retention would be based on the content/value of the material and subsequent series.

<b>LG1.24</b>	<b>Oaths/Appointments</b>	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	Retain until the end of term plus 10 years.
<b>LG1.25</b>	<b>Ordinances; Orders and Resolves</b>	Laws, statutes and/or regulations approved and enacted by the local government agency's governing body. All ordinances, adopted orders and resolves, including proposal documentation. These records are sometimes included with Official Minutes of Meetings.	Archival records, retain permanently
<b>LG1.26a</b>	<b>Policies and Procedures - Major</b>	Major administrative policies and procedures generally are issued by the chief administrative officer or executive level to address municipal or county-wide operations, critical functions, or issues of public visibility or concern or to regulate activities outside the agency. Major policies and procedures are formally promulgated and often take the form of formal directives, formal policy memoranda, printed or published procedures, bulletins, orders, rules, notices, or formal policy and procedural manuals.	Archival records, retain permanently.
<b>LG1.26b</b>	<b>Policies and Procedures - Routine (Internal Operations)</b>	Administrative policies and procedures governing routine, day-to-day operation of an office or program unit. These records may include memoranda, orders, guidelines, manuals, or other instructions which can be directive in nature but pertain to the internal administration of an agency or program unit and would not impact citizens or be of any historical significance to the agency.	Retain until superseded then destroy
<b>LG1.27</b>	<b>Proclamations</b>	Items that document honorary or significant days of events related to local government.	Retain until no longer needed
<b>LG1.28</b>	<b>Public Relations Records - Routine Information</b>	News, press releases, or any public relations files maintained or issued by an agency which documents routine information but does not document historically significant events.	Retain 6 years after day of issue then destroy
<b>LG1.29</b>	<b>Publications</b>	Publications created by local government for public distribution, regardless of format, that document agency history, functions, or activities. Publications contain important facts and statistics about the operation of the agency and its policies; providing information which aids in the understanding of agency history and its administrative functions.	Archival records, retain permanently

LG1.30	<b>Records Destruction Documentation</b>	Records documenting authorized destruction of agency records. These include forms or other records which the agency uses to document the disposal of its records. Destruction documentation is intended for program records under local government retention schedules documenting the major functions of the agency and not for transitory/general records. The purpose is to protect local government if there is ever a question regarding proper record destruction. Includes both paper and electronic records. Each record series being disposed of should include the following information: schedule/series number; series title; inclusive dates of the records; media type; file list; record volume/file size; manner and date of disposition.	Archival records, retain permanently
LG1.31a	<b>Reports and Studies File - General Office</b>	Records concerning the internal performance of an agency and its departments, programs, or projects, or the internal planning of future programs or projects, not of a historic or policy-setting nature.	Retain monthly, bimonthly, or semi-annually office reports 3 years then destroy. Retain daily activity reports, workload measurements, and other reports prepared on a daily or periodic basis 1 year then destroy.
LG1.31b	<b>Reports and Studies File - Major</b>	Major studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement, or court order. Generally, addresses agency-wide operations or issues, affects the most important or most critical functions, or addresses areas of public visibility or concern.	Archival records, retain permanently
LG1.32a	<b>Reports Filed with Federal or State Agencies – Interim Records/Reports</b>	Required interim or periodic reports sent to state/federal government. Records may include reports relating to licenses, permits, accreditations, certifications, inspections, and other required reports related to general functions and operations. Often used to create final reports.	Retain 6 years then destroy
LG1.32b	<b>Reports Filed with Federal or State Agencies – Annual/Final Report</b>	See Reports and Studies File - Major. Final versions of reports required by state/federal government.	Archival records, retain permanently
LG1.33	<b>Surveillance Records</b>	Recordings which document the activities in public areas of local government facilities used as a security measure in the identification of persons who cause disturbances or violate laws. Cameras may be located in areas such as lobbies, hallways, entrances to government buildings, local government offices and other public access areas.	Retain until determined that no security incident has occurred, then destroy. If incident or investigation, retain until resolved.
LG1.34a	<b>Surveys - Responses by Local Government Employees</b>	Individual responses to surveys or questionnaires.	Retain until no longer needed then destroy

<b>LG1.34b</b>	<b>Surveys - Sent by Local Government</b>	Citizen and customer service surveys and related records addressing agency services, policies, and other concerns. Compiled information would be included in a finalized report. (See LG1.29b or LG1.30b)	Retain 1 year then destroy
<b>LG1.35</b>	<b>Training Information Records (Training or Workshop Materials Created by the Agency)</b>	Information used to conduct training sessions/workshops. May include training materials, registration and confirmation records, flyers and/or brochures, other presentation material or related documentation, including audiovisual training aids and taped training sessions.	Retain registration records 3 years after end of training/event then destroy. Retain training records 3 years after superseded or obsolete then destroy.
<b>LG1.36</b>	<b>Warrants - Municipal</b>	Municipal warrant used to call a town meeting, with associated election notice. Warrants typically list an agenda of items to be voted on by those present, which may be an open town meeting, (those present would consist of registered voters in the town) or a representative town meeting (anyone may attend, but only town meeting members - elected representatives - are allowed to vote).	Archival records, retain permanently



## Local Government Schedule 2 - Financial Records

**NOTES:** Schedules pertain to records in any format - paper, electronic (digital data) or other. Determine what the "record copy" of your documents will be and apply the full retention time to those records. No copies shall be retained longer than what is considered the "record copy." For electronic recordkeeping requirements, see Appendix E. For general recordkeeping information refer to the Introduction.

Series	Series Title	Description	Retention
LG2.1	<b>Accounts Payable and Disbursement Records</b>	Including but not limited to: claims, bills, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	Retain 6 years then destroy Note: contract related records would be retained 6 years after expiration of contract
LG2.2	<b>Accounts Receivable Records</b>	Including but not limited to: bill copies or stubs, statements, billing registers, account cards, direct deposits, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.	Retain 6 years then destroy Note: contract related records would be retained 6 years after expiration of contract
LG2.3	<b>Audit Reports</b>	Report issued by auditor following each official audit.	Archival records, retain permanently
LG2.4	<b>Audits, Internal (Working Papers)</b>	Calculations and other backup materials used by auditors to generate final report.	Retain 6 years after final report created then destroy
LG2.5	<b>Banking Records</b>	Records relating to the agency's banking activities and documenting its banking transactions including, but not limited to: bank statements, canceled checks, deposits, receipts, etc. Typically included with receivables.	Retain 6 years then destroy
LG2.6	<b>Bankruptcy Notices</b>	Notices filed with local government official by individuals who have been declared bankrupt, in order to have debt(s) owed to local government agency dismissed.	Retain 10 years after debt dismissed then destroy
LG2.7	<b>Bids and Proposals</b>	Records related to the purchase of goods and services which do not require a contract, including purchase requisitions and justifications, vendor solicitations, requests for proposal, price quotations, purchase orders, receipts, and other supporting documentation.	Retain 6 years after completion of service or purchase of goods then destroy Not Selected: Retain 2 years after award then destroy
LG2.8	<b>Bills of Sale for Property That Must Be Filed with Municipal Clerk</b>	Bills of sale for property owned by a local government agency, such as a house located on rented land.	Retain 6 years after property is sold or removed then destroy

<b>LG2.9</b>	<b>Bond Records, Financial</b>	Bonds (financial, representing funds invested) purchased or sold by local government.	Retain 6 years after expiration then destroy
<b>LG2.10a</b>	<b>Budget Records - Approved Annual Budget</b>	Final copy of the adopted budget, listing anticipated revenues and expenses for year. This series does NOT include working papers, drafts, budget requests, or other supporting documentation.	Archival records, retain permanently
<b>LG2.10b</b>	<b>Budget Records - Supporting Documents</b>	Documentation supporting the approved annual budget, including but not limited to working papers, agency staff analyses, drafts, or other working documents used to draw up the final budget, including estimates and requests submitted for compilation by individual departments.	Retain 6 years after approval of budget then destroy
<b>LG2.11</b>	<b>Contracts/Leases</b>	Records related to the purchase of goods and services or leases requiring a contract, including purchase requisitions and justifications, vendor solicitations, requests for proposal, price quotations, contracts, bid proposals, specifications, and other supporting documentation.	Retain 6 years after expiration of related contract then destroy Not Selected: Retain 2 years after award then destroy
<b>LG2.12a</b>	<b>Ledgers/Journals - Daily Transactions</b>	Records documenting the daily transactions concerning receipts and disbursements of funds. May include details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number, etc.. These records are considered temporary accounting records which are used to create a local government agency's permanent ledger.	Retain 6 years after yearly report created then destroy
<b>LG2.12b</b>	<b>Ledgers/Journal - Permanent</b>	Summary accounting records, showing line item totals of income and expenditures for year. (May also be referred to as annual or final fiscal reports.)	Archival records, retain permanently
<b>LG2.13</b>	<b>Sewer Commitments</b>	Since the law change, these commitments are to be retained like other financial records.	Retain 6 years then destroy
<b>LG2.14</b>	<b>Vouchers</b>	Official authorization (i.e., internal document) used in order to collect and organize the necessary documentation and approvals before paying on a claim or bill. May include name of department fund, check number, date, amount of claim, and authorizing signature.	Retain 6 years then destroy
<b>LG2.15</b>	<b>Warrants - Financial</b>	Final warrant with authorizing signatures to release payment.	Retain 10 years then destroy

## Local Government Schedule 3 - Payroll Records

**NOTES:** Schedules pertain to records in any format - paper, electronic (digital data) or other. Determine what the "record copy" of your documents will be and apply the full retention time to those records. No copies shall be retained longer than what is considered the "record copy." For electronic recordkeeping requirements, see Appendix E. For general recordkeeping information refer to the Introduction.

Series	Series Title	Description	Retention
LG3.1	<b>Deduction Authorizations</b>	Records documenting an individual employee's authorization to withhold taxes or other authorization to allow deductions from the employee's pay.	Retain 3 years after separation then destroy
LG3.2	<b>Direct Deposit Authorization</b>	This record series documents an employee's authorization for direct deposit of their paycheck in the bank by the local government agency.	Retain until superseded or end of employment then destroy
LG3.3	<b>Employee Salary History</b>	See Personnel Schedule (Employee Personnel Records)	-
LG3.4a	<b>Payroll Register – Pay Period</b>	Earnings and withholdings of employees for each pay period; used to compile the year end Payroll Register. Records include: date, employee names, gross pay, withholdings and deductions, pay rate.	Retain 6 years after year-end report compiled then destroy
LG3.4b	<b>Payroll Register - Year End</b>	Registers, reports, or similar records detailing the cumulative or year-to-date earnings, withholdings, and deductions for local government employees.	Retain 50 years after separation then destroy
LG3.5	<b>Payroll Reports</b>	Various reports which may be generated for all employees or an individual employee. Reports might also be created for pay cycles to verify the accuracy of the payroll.	Retain 6 years if needed for audit or other fiscal purposes then destroy If not needed for audit or other fiscal purposes retain until no longer needed then destroy
LG3.6	<b>Pension or Retirement Records</b>	See Personnel Schedule (Employee Personnel Records)	-
LG3.7	<b>Tax Forms</b>	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll and other tax related information for employees. Including: W-2 or W-3, Wage & Tax Statement; W-4, Employees Withholding; Form 940, Unemployment Tax; Form 941, Quarterly Tax; 1099 Forms, Miscellaneous income or other distributions.	Retain 6 years after fiscal reporting year then destroy
LG3.8	<b>Time and Attendance Records (Timesheets)</b>	Weekly recordings of hours worked; vacation, sick, or compensatory time used by employees; and exceptions to normally scheduled hours.	Retain 6 years then destroy
LG3.9	<b>Wage Attachments/ Garnishments</b>	Garnishment of employee wages. Records may include: child support records, bankruptcy records, tax levies, and any other court-ordered garnishments or voluntary attachments stating the total amount to be collected and the amount to be deducted from each payroll.	Retain 6 years after file becomes inactive then destroy

## Local Government Schedule 4 - Personnel Records

**NOTES:** Schedules pertain to records in any format - paper, electronic (digital data) or other. Determine what the "record copy" of your documents will be and apply the full retention time to those records. No copies shall be retained longer than what is considered the "record copy." For electronic recordkeeping requirements, see Appendix E. For general recordkeeping information refer to the Introduction.

Series	Series Title	Description	Retention
LG4.1	<b>Employee Disciplinary Records</b>	<p>This record series documents possible discipline of local agency employees. Based upon personnel policies and procedures, discipline may be a verbal reprimand, written reprimand, suspension without pay, demotion, criminal action or termination.</p> <p><b>NOTE:</b> It is recommended that disciplinary records are filed separate from the employee personnel file (see LG4.4).</p>	<p>Retain 10 years after separation unless collective bargaining contract requires that disciplinary documents be destroyed earlier than the contract shall be followed.</p> <p><b>NOTE:</b> Retention is counted for active service, not calendar time. If an employee leaves service with active discipline in the file that discipline remains until employee returns or file is destroyed per this schedule.</p>
LG4.2	<b>Employee Drug Tests</b>	Records of drug test and results for employees of local government agency.	Retain 5 years then destroy
LG4.3	<b>Employee Medical and Exposure Records</b>	<p>These are occupational medical records retained for employees potentially exposed to toxic or hazardous substances. Exposure records may include (but not limited to): environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; material safety data sheets indicating that the material may pose a hazard to human health. Medical records may include (but not limited to): medical and employment questionnaires or histories; results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes, and recommendations; employee medical complaints.</p>	Retain 30 years after separation from service then destroy (per OSHA requirement 29 CFR 1910.1020)

LG4.4	<b>Employee Personnel Records</b>	Records may include: applications of hired personnel, salary history, performance appraisals, job histories, leave authorizations, mandatory training (including certificates of completion), routine medical records (including requests/approvals for FMLA), termination documents, related documents, and correspondence.	Retain 10 years after separation/termination (no longer an employee of local government). If an employee returns within those 10 years, the file becomes reactivated. <b>NOTE:</b> For disciplinary records see LG4.1
LG4.5	<b>Employee Recruitment and Hiring Records</b>	All records which document the selection process and justify the selection decision, including but not limited to: Job description and announcements; Applications and resumes; Scoring and selection criteria; Interview questions and evaluations; Criminal history and reference checks.	Retain 3 years after completion of recruitment/hiring process then destroy (unless grieved). If grieved destroy 3 years after resolution of grievance. <b>NOTE:</b> For hired employees, application/resume becomes part of Employee Personnel Records (4.4).
LG4.6	<b>Employee Workshop and Conference Materials (Not Mandatory)</b>	Records concerning conferences, workshops, or other training attended by employees, (other than mandatory training filed in personnel folder). File includes curriculum materials, agenda with applicable dates and other related records.	Retain 1 year after event then destroy
LG4.7	<b>Form I-9</b>	Federally required proof that employee has a legal right to work in the U.S.	Retain 3 years after separation then destroy
LG4.8	<b>Grievance/Investigation Case Records</b>	Agency copies of grievances made by employees against an agency or investigations by agency against an employee, including initial statements, responses, appeals, decisions, and supporting materials such as correspondence, exhibits, depositions, notes, recordings, transcripts, referrals, appeals, and copies of arbitration decisions.	Retain 3 years after final resolution then destroy
LG4.9	<b>Job Descriptions</b>	Description of duties performed or to be performed by particular positions.	No grievances pending - Retain current version only Grieved with collective bargaining - follow applicable collective bargaining agreement.
LG4.10a	<b>Union Records - Grievance and Arbitration Files</b>	Related correspondence; union grievances and negotiation documentation; signature page of people attending meeting; notes on meeting; written decision; demand for arbitration; arbitration award; exhibits; briefs; notice of hearing; settlement agreement.	Retain 50 years after final decision then destroy
LG4.10b	<b>Union Records - Union Agreements (Signed)</b>	Collective bargaining agreements with unions representing employees of local government agency.	Retain 50 years after approved agreement then destroy

<b>LG4.11</b>	<b>Volunteer Records</b>	Records documenting those who participate as volunteers for local government. These records are maintained as a reference and to verify that a person has worked as a volunteer. May contain: Application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets, and activity information.	Retain 3 years after end of service then destroy
<b>LG4.12</b>	<b>Wellness program records</b>	Records of employee participation in program designed to encourage behaviors thought to result in improved health.	Retain current year then destroy
<b>LG4.13a</b>	<b>Workers Compensation Records - Completed Claim</b>	First report plus other records, when claim is finalized by a lump sum settlement.	Retain 1 year after close of case then destroy
<b>LG4.13b</b>	<b>Workers Compensation Records - First Report of Injury</b>	No lost work time, so that the only record required is the initial report of injury.	Retain 1 year after close of case then destroy
<b>LG4.13c</b>	<b>Workers Compensation Records - Long Term Claim</b>	First report plus other records where time is lost from work, and case is not finalized by lump sum payment.	Retain 20 years after last payment then destroy

## Local Government Schedule 5 - Election Records

**NOTE:** Municipal election officials should not destroy records without first checking applicable statutes, which are noted for each series, to make certain that these statutes have not been changed. Questions concerning the retention of election records should be referred to the [Division of Elections](#). The series below apply to paper or digital records.

Series	Series Title	Description	Retention
LG5.1	<b>Absentee Batch Lists Used for Early Processing Tabulation and FINAL Absentee Voter File Following Election Certification</b>	Certifies that the ballots cast during early processing of absentees were accounted for.	2 years per Title 21-A, §23(7-B)
LG5.2	<b>Ballots Used for County Elections, Municipal Elections, Referenda Elections or Special Legislative Elections</b>	Ballots used for county elections (if separate from state ballot), municipal elections, referenda elections or special legislative elections. These ballots must be retained for 2 months.	2 months per Title 30-A, §2528(9); Title 21-A §23(7-A) Confidential
LG5.3	<b>Ballots, All Other Elections</b>	Ballots used for county elections, 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.	22 months per Title 21-A, §23(7) Confidential
LG5.4	<b>Election Records / Miscellaneous Documents Not Specified in 1-7</b>	All election records not otherwise listed on this disposition schedule.	2 years per Title 21-A, §23(13)
LG5.5	<b>FINAL Printed Voter Participation Report Following Election Certification</b>	Retain complete report.	2 years per Title 21-A, §23(7)
LG5.6	<b>Incoming Voting Lists</b>	The list of all 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.	5 years per Title 21-A, §23(7-A)
LG5.7	<b>Municipal Candidate (Local Only) Petitions and Nomination Papers</b>	Petitions filed by candidates for municipal office, and nomination papers filed by citizens seeking to run for municipal office.	6 months per Title 30-A, §2528(4C)

<b>LG5.8</b>	<b>Municipal Elections (Local Only) Campaign Finance Reports Filed with Municipality</b>	The campaign report of monies received and expended for a municipal election campaign in a city or town with a population of 15,000 or more. (Any municipality with a population of less than 15,000 may choose to be governed by Title 21-A, Chapter 13, subchapter 4).	8 years per Title 30-A, §2502
<b>LG5.9</b>	<b>Municipal Referendum Petitions (Local Only)</b>	Petitions filed by citizens desiring to bring matters to municipal referendum.	6 months per Title 30-A, §2528(5)(4)
<b>LG5.10</b>	<b>Official Election Results &amp; State Reporting Forms</b>	Every municipality must keep an official election binder or file which has all federal, state and local results.	Permanent
<b>LG5.11</b>	<b>Posted Notices, Specimen Ballots, Instruction Posters to Which Materials Pertain</b>	Posted notices concerning election matters, specimen or sample ballots provided for public information, and instruction posters for voter information.	Destroy after election per Title 21-A, §23(14)
<b>LG5.12</b>	<b>Receipt for Certified Copies of Voting List</b>	Receipt for certified copies of voting list.	6 months per Title 21-A, §23(5)
<b>LG5.13</b>	<b>Record of Receipts for Ballots Issued and Received - Municipal</b>	Record of receipts for ballots issued and received (municipal).	6 months per Title 21-A, §23(4)
<b>LG5.14</b>	<b>Record of Receipts for Ballots Issued and Received - State</b>	Record of receipts for ballots issued and received (state).	6 months per Title 21-A, §23(4)
<b>LG5.15</b>	<b>Registration and Enrollment Applications - All Other Voters</b>	Registration and enrollment cards for all voters currently active or inactive.	Retain until voter is removed from voting list per Title 21-A, §23(1)
<b>LG5.16</b>	<b>Registration and Enrollment Applications - Voters Removed from Voting List</b>	Registration and enrollment cards for voters who have been removed from the current voting list.	2 years per Title 21-A, §23(1)
<b>LG5.17</b>	<b>State Absentee Envelopes, Applications and Instructions</b>	The clerk shall keep the absentee ballot envelopes, including the unopened envelopes containing rejected absentee ballots, the applications for absentee ballots and the list of voters who were issued absentee ballots in the clerk's office or other secure location under the control of the clerk. Records include rejected, cancelled, or duplicate requests made by a voter. Ballots will be removed and processed by the end of the election day.	2 years following any election, per Title 21-A, §23 (7-B)
<b>LG5.18</b>	<b>State Citizen Initiative and People's Veto Petitions Certified by the Municipal Clerk's Office</b>	Paperwork filed with clerk's office prior to submission to SOS. Attach to petition log.	6 months after certification or state filing date per Title 21-A, §23(3A)
<b>LG5.19</b>	<b>State Primary Nomination Petition Certified by the Municipal Clerk's Office</b>	Paperwork filed with clerk's office prior to submission to SOS. Attach to petition log.	6 months after certification or state filing date per Title 21-A, §23(3)



## Local Government Schedule 6

### Part 1 - Applications, Licenses and Permits: Business/Special Event / Miscellaneous

**NOTES:** For the purpose of this schedule the intent would be to keep the application, working documents, and finalized license/permit. If complaint or violation, file with working documents. (See also Licenses and Permits Part 2: Building/Lands/Public Works).

Schedules pertain to records in any format - paper, electronic (digital data) or other. Determine what the "record copy" of your documents will be and apply the full retention time to those records. No copies shall be retained longer than what is considered the "record copy." For electronic recordkeeping requirements, see Appendix E. For general recordkeeping information refer to the Introduction.

Series	Series Title	Description	Retention
LG6.1	<b>Alcoholic Beverages (On Premises Consumption)</b>	Licenses for businesses to sell alcoholic beverages for on premises consumption.	Retain 3 years after expiration of license or denial of application
LG6.2	<b>Buildings Used for Public Assembly</b>	Permits for buildings used for public meetings.	Retain 3 years after expiration of license or denial of application
	<b>Burial Permits</b>	See Vital Records	-
LG6.3	<b>Burning</b>	Permit to kindle a fire within a municipality's limits, within stated limitations.	Retain 3 years after expiration of license or denial of application
LG6.4a	<b>Business/Special Event - Entertainment (Not Listed Elsewhere in this Schedule)</b>	License or permit for entertainment operations. Including but not limited to: games of chance (beano, bingo), pool rooms, bottle clubs (BYOB), bowling alleys, horse-drawn cabs, motion picture theaters, music/dancing at private clubs, pinball machines, gambling machines, public exhibitions, roller skating rinks, shooting galleries.	Retain 3 years after expiration of license or denial of application
LG6.4b	<b>Business/Special Event - Food Services (Not Listed Elsewhere in this Schedule)</b>	License or permit to operate food services. Including but not limited to: farmers markets, lunch wagons, restaurants, public markets, victualers	Retain 3 years after expiration of license or denial of application
LG6.4c	<b>Business/Special Event - Lodging (Not Listed Elsewhere in this Schedule)</b>	License or permit for lodging facilities. Including but not limited to: inns, bed and breakfast, lodging houses, rentals, AirB&B.	Retain 3 years after expiration of license or denial of application
LG6.4d	<b>Business/Special Event - Merchandise (Not Listed Elsewhere in this Schedule)</b>	License or permit to sell merchandise. Including but not limited to: auctions, flea markets, itinerant vendors/transient sellers, junk dealers (not automobiles), pawnbrokers, second-hand dealers, yard sales.	Retain 3 years after expiration of license or denial of application
LG6.4e	<b>Business/Special Event - Service Based (Not Listed Elsewhere in this Schedule)</b>	License or permit for other, miscellaneous operations. Including but not limited to: rendering facilities, taxicabs/vehicles for hire, massage establishments/therapist, hair salons, barber shops, tattoo parlors.	Retain 3 years after expiration of license or denial of application
LG6.5	<b>Cable Television Franchise</b>	Franchise granted to company to supply cable television service to subscribers within municipality.	Retain 6 years after expiration of license or denial of application

<b>LG6.6</b>	<b>Carnival or Circus</b>	Permit to hold carnival or circus.	Retain 6 years after expiration of license or denial of application
<b>LG6.7</b>	<b>Clams/Shellfish</b>	License to harvest clams or other shellfish.	Retain 3 years after expiration of license or denial of application
<b>LG6.8</b>	<b>Closing Out Sales</b>	Permit to hold a going out of business or other type of closing out.	Retain 5 years after expiration of license or denial of application
<b>LG6.9a</b>	<b>Concealed Handguns (Permit to Carry) - Documentation and Application</b>	Municipalities may receive written applications to issue a permit to carry concealed handguns. Applicants must be within their issuing authority, demonstrate good moral character, be over age 18, and not disqualified to possess a firearm. Permits are valid for 4 years. Documentation and application are kept for the life of the permit plus one year.	See description for retention information. Confidential, 25 MRSA §2006 (1)
<b>LG6.9b</b>	<b>Concealed Handguns (Permit to Carry) - Record of Permit Issued</b>	Issuing authorities (including municipalities - 25 MRSA §2002) permitted by law to issue concealed handgun permits must make a permanent record of each permit to carry concealed handguns in a suitable book or file kept for that purpose. The record must include the information contained in the permit itself. The record is confidential except that the following information about each permit holder is not confidential and is a public record: the municipality of residence; the date the permit was issued; and the date the permit expires.	Permanent Confidential, 25 MRSA §2006(2); except for the information specified 25 MRSA §2006(2)(A-C)
<b>LG6.10a</b>	<b>Dogs/Kennels - Licenses</b>	License to keep a dog, or license to keep up to a specific number of dogs.	Retain 3 years
<b>LG6.10b</b>	<b>Dogs/Kennels - Rabies Vaccination Certificates</b>	Copy of rabies vaccination certificates sent by Department of Agriculture to municipal office.	Dog vaccinations - keep until expired Cat vaccinations - no retention
<b>LG6.11</b>	<b>Explosives, Storing and Transportation</b>	Permit to transport or store explosives.	Retain 6 years after expiration of license or denial of application
<b>LG6.12</b>	<b>Fireworks Displays, Fireworks Sales, Fireworks Permits</b>	Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, which store or retail fireworks.	Retain 6 years after expiration of license or denial of application
<b>LG6.13</b>	<b>Hunting and Fishing</b>	Hunting and fishing licenses and related permits. Retain financial paperwork generated from the license or paper copies sent to Inland Fisheries and Wildlife for 6 years. License information is retained in the IF&W MOSES system for 50 years.	See description
<b>LG6.14</b>	<b>Junkyards/Automobile Graveyards</b>	Permit to operate a junkyard or other business that stocks inoperative motor vehicles. Complaints or municipal violations are subject to the same retention.	Retain 5 years from date of issue
<b>LG6.15</b>	<b>Mobile Home/Trailer Parks</b>	Permit to operate a mobile home/trailer park.	Retain 2 years after park is discontinued

<b>LG6.16</b>	<b>Mobile Home/Over-Limit Vehicles - Moving Permits</b>	Over limit permits are required when a company and/or individual must move a load when the entire vehicle and load configuration exceeds the legal limit(s) established in statute.	3 years
<b>LG6.17</b>	<b>Moorings</b>	Permit to place and use a boat mooring.	3 years
<b>LG6.18</b>	<b>Partnerships, Withdrawals, and Sole Proprietorships</b>	Record of how each business operating within the municipality is organized.	Retain 6 years after the business ceases to operate
<b>LG6.19</b>	<b>Septage Disposal Sites</b>	Permit to dispose of human waste on a certain property.	Permanent
<b>LG6.20</b>	<b>Special Entertainment (Special Amusements)</b>	Permit for a private club to allow any live music, dancing or entertainment of any sort. Permits included for both those clubs which allow the sale and consumption of liquor on the premises and those that do not. ( <b>NOTE:</b> Must have a state liquor license which runs concurrent with expiration of said liquor license.)	3 years
<b>LG6.21</b>	<b>U.C.C. (Uniform Commercial Code)</b>	Filing with Corporations, Elections & Commissions (Sec. of State) to document debt secured by personal property. (This would also include Chattel Mortgages.)	10 Years (or 5 years after maturity of instrument)

## Local Government Schedule 6

### Part 2 - Applications, Licenses and Permits: Building and Lands/Public Works

**NOTES:** For the purpose of this schedule the intent would be to keep the application, working documents, and finalized license/permit. If complaint or violation, file with working documents. (See also Building/Lands and Public Works)

Schedules pertain to records in any format - paper, electronic or other. Determine what the "record copy" of your documents will be and apply the full retention time to those records. No copies shall be retained longer than what is considered the "record copy." For electronic recordkeeping requirements, See Appendix E. For general recordkeeping information refer to the Introduction.

Series	Series Title	Description	Retention
LG6.22	<b>Air Emissions License Applications</b>	Licenses granted to businesses that discharge atmospheric pollutants.	Retain until license expires For minor sources license is in effect for 5 years. For major sources license is in effect for 10 years.
LG6.23	<b>Building - Never Built</b>	Application and all supporting detail when the building is never constructed.	Retain for 6 years then destroy
LG6.24a	<b>Building - Permit and File Information</b>	Building permit and filing information which documents application by a property owner to build and/or alter a building on property. Records are used to ensure compliance with established requirements and may include: original application, copy of permit, description of building to be constructed or changes made to existing building.	Retain for life of the building plus one year then destroy
LG6.24b	<b>Building - Plans and Specifications</b>	This record series documents the planning and construction of residential facilities including detailed plans and specifications accompanying the building permit application. Records are needed in support of final completion and to ensure all compliancy requirements have been met.	Retain 6 years after certificate of compliance and (if applicable) certificate of occupancy issued then destroy
LG6.25	<b>Conversion of Seasonal Dwelling</b>	Permit to convert a seasonal dwelling for year-round use.	Retain for life of building then destroy
LG6.26	<b>Drains, Connecting Private to Public</b>	License to connect a private drainage pipe to a public system.	Permanent
LG6.27	<b>Driveway Permits</b>	Permit to construct a driveway (sometimes called a Curb Cutting Permit).	Retain until driveway no longer exists then destroy
LG6.28	<b>Electrical Equipment/Installations</b>	Permit to install new electric service, or to upgrade or otherwise substantially alter an existing installation.	Retain 3 years then destroy
LG6.29	<b>Installations in Public Right of Way (Water, Sewer, Natural Gas, etc.)</b>	Water, sewer, natural gas, and other utility service installations that cross a public right of way.	Retain 1 year after installation is removed
LG6.30	<b>Municipal Building Permits for State Buildings</b>	Building permit for a structure owned by the State of Maine.	Retain for life of building, plus one year then destroy

LG6.31	<b>Oil Terminal Facility Applications</b>	State-licensed facility for storage of fuel oil.	Retain until license expires then destroy
LG6.32a	<b>Plumbing - External</b>	Plumbing permits granted in 1974 and afterward, for work done outside of building.	Permanent <b>NOTE:</b> Permits prior to 1974 are not required to be retained
LG6.32b	<b>Plumbing - Internal</b>	Plumbing permits granted in 1974 and afterward, for inside of building only.	Retain 4 years after installation then destroy
LG6.33	<b>Poles and Wires</b>	Utility pole permits.	Retain for life of pole plus 1 year then destroy
LG6.34	<b>Public Building Construction/Public Accommodation Occupancy (Accessibility for the Disabled)</b>	Permit to construct a public building or public accommodation that must be accessible to the disabled.	Life of building, plus one year
LG6.35	<b>Street Excavations</b>	Permit to dig in a street.	Retain 3 years, after expiration
LG6.36a	<b>Subdivisions Permits</b>	Permit to divide a parcel of land into smaller lots for resale or development.	Retain 3 years, after expiration
LG6.36b	<b>Subdivision Plans</b>	These files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards.	Retain permanently until/unless it is confirmed these files are retained at the Registry of Deeds
LG6.37	<b>Timber Harvesting Permits (Forest Operations Notification)</b>	Forest Operations Notifications (FON) are required for those who are going to have a timber harvest on their property and the harvested wood will be delivered to a mill or offered for sale. (See exceptions list on Maine Forest Service <a href="https://www.maine.gov/dacf/mfs/rules_regs/fons.html">https://www.maine.gov/dacf/mfs/rules_regs/fons.html</a> .)	Once closed, retain until no longer needed. ( <b>NOTE:</b> Forestry keeps these records for 15 years.)
LG6.38a	<b>Waste Transfer</b>	Permit to transport trash.	Retain 5 years then destroy
LG6.38b	<b>Waste Transfer Facility Permits</b>	Any land area, structure, location, equipment or combination of them, used for the handling of solid waste. These include but are not limited to solid waste transfer stations, landfills, incinerators, processing facilities, composting facilities, storage facilities and agronomic utilization sites.	Retain for the life of the waste transfer permit, plus one year.
LG6.39	<b>Wetlands Applications</b>	Application to drain or otherwise alter a wetland. Since this is handled by the Department of Environmental Protection, it only needs to be documented at the municipal level until the public hearing process has been completed.	Retain until after public hearing then destroy
LG6.40	<b>Zoning Permits (Including Shoreland Zoning)</b>	Permit for an appropriate use within a particular zone of a municipality, including within a shoreland zone.	Retain 3 years after expiration then destroy

## Local Government Schedule 7 - Vehicle Registrations

**NOTE:** Municipalities must either keep paper copies of records below or ensure they have access to electronic records kept within state systems for required retention periods.

Series	Series Title	Description	Retention
LG7.1	<b>ATVs, Boats, Snowmobiles, Utility Vehicles</b>	Registrations for all terrain vehicles, boats, snowmobiles and utility vehicles.	Retain 6 years then destroy
LG7.2	<b>Non-Documented Boats, Airplanes / Coast Guard Support</b>	Keep all supporting documentation for excise paid and federal allowances.	Retain 5 years then destroy
LG7.3	<b>Roadway Registrations</b>	Registrations for automobiles, campers, motorcycles, mobile homes, trucks, trailers, etc. Must keep paper records (pink copies) for 5 years. BMV retains registration information electronically for 25 years.	See description
LG7.4	<b>State Registration Reports (BMV, IF&amp;W)</b>	Bureau of Motor Vehicle or Inland Fisheries & Wildlife month-end audit reports, municipal request for supplies and inventory transmittal sheets.	Retain 5 years then destroy

## Local Government Schedule 8 - Vital Records

**NOTES:** Records for births, marriages, and deaths are considered "Closed Records" per Title 22 §2706 and as noted below. Requestor must meet requirements for requesting record (proof of direct and legitimate interest).

The Maine State Archives does not recommend destroying original archival (permanent) records which are scanned. If an agency does destroy originals, they do so at their own risk.

Series	Series Title	Description	Retention
LG8.1	<b>Authorization for the Burial or Removal of Cremated Remains VS - 50</b>	Authorized Person filing or where / when cremated remains are disposed of or removed from any public cemetery. Seven day filing requirement with the State Registrar.	Permanent - Title 22 Section 2843 Subsection 3-A
LG8.2	<b>Births (Form VS-10)</b>	Record of births filed within the municipality. Considered closed for 75 years. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)	Permanent
LG8.3	<b>Burial Transit Permit</b>	Permit to transport human remains.	Permanent
LG8.4	<b>Deaths (Form VS-30)</b>	Record of deaths filed within the municipality. Considered closed for 25 years. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
LG8.5a	<b>Marriage - Certificates (Form VS-20)</b>	Record of finalized marriage filed within the municipality. Considered closed for 50 years. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)	Permanent
LG8.5b	<b>Marriage - Consent Given by Parents, Legal Guardians, or Judges of Probate</b>	A marriage license cannot be issued to persons under 18 years of age without the written consent of their parents, guardians or persons to whom a court has given custody. In the absence of persons qualified to give consent, the judge of probate in the county where each minor resides may grant consent after notice and opportunity for hearing. (Note: The clerk or State Registrar of Vital Statistics cannot issue a marriage license to a person under 16 years of age.) Considered closed for 50 years. Requestor must meet requirements for requesting record (proof of direct and legitimate interest).	Permanent

LG8.5c	<b>Marriage - Intentions (Form VS-2A) / Marriage License (Form VS-2B)</b>	Intentions and all supporting documents filed by parties planning to marry. Once executed and filed by clerk, it becomes the marriage certificate. Considered closed for 50 years. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)	See description
LG8.5d	<b>Marriage – Nonexecuted</b>	A couple has 90 days to execute the marriage. If couple fails to marry, it becomes null and void.	Retain 1 year from when originally filed.
LG8.6	<b>Sub-Registrar Appointments &amp; Oaths</b>	May appoint one or more suitable and proper persons in a municipality as sub-registrars, who are authorized to issue permits for transportation and final disposition of dead human bodies in the same manner as is required of the state registrar or municipal clerk.	Retain 3 years after term of office ends.
LG8.7	<b>Vital Event Request Form / Researcher Request Form (VS-31 Voids)</b>	The clerk shall keep the request form related to vital events (marriage, death, births, and divorce) in the clerk's office or other secure location under the control of the clerk. If the form is requested through the mail, any copies of required identification along with documentation showing direct and legitimate interest used for release must be attached and retained. Any voided security paper (VS-31), related to the request, shall be attached to the form and retained per the normal schedule.	Retain 1 year then destroy. <b>NOTE:</b> Vital Records Office keeps these 3 years.



## Local Government Schedule 9 - Local Government Correspondence

**NOTES:** Correspondence may include incoming or outgoing messages, depending on who is responsible for retaining the official record. Correspondence can be in any media format (email messages, printed letters, responses, and related records).

Series	Series Title	Description	Retention
LG9.1	<b>Executive/Official Correspondence</b>	Correspondence pertaining to the formulation, planning, and implementation of the programs, services, or projects of a local government and the regulations, policies, and procedures that govern them. These records help in the establishment of an administrative history, providing a record of policy formulation, how and why decisions are made and how these decisions impacted the local government and the public. These records are typically created by administrative officers or board officials and will most often document executive decisions made regarding agency interests (not filed as part of another approved record series). Examples include records related to the establishment of ordinances, policy, rules and regulations.	Archival records, retain permanently
LG9.2	<b>General Correspondence</b>	Correspondence made or received in connection with the transaction of public business, not covered by a more specific records series. Consists of routine correspondence of a general nature associated with administrative practices which do not create policy or procedure, document the business of a particular program or act as a receipt. Includes, but is not limited to: requests for and provision of information/advice; agency-initiated information/advice.	Retain 2 years then destroy
LG9.3	<b>Non-Business-Related Correspondence</b>	Correspondence neither received or prepared for use in connection with the transaction of public or governmental business, nor containing information relating to the transaction of public or governmental business. Examples may include: spam or junk mail, personal messages, or unsolicited messages from coworkers such as jokes, news reports or announcements which are non-work related and promotional materials from vendors.	Delete/destroy immediately
LG9.4	<b>Program Correspondence</b>	Correspondence related to specific local government programs which documents work accomplished, transactions made, or actions taken. These records are created while administering agency functions and programs and should be filed as part of the program records or per the retention schedule established for the specified agency program.	Program correspondence is variable - file with related record series

<b>LG9.5</b>	<b>Transitory Correspondence</b>	Records of short-term interest, which have minimal or no documentary or evidential value. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory records include: routine requests for information or publications which require no administrative action, no policy decision, and no special compilation or research for reply; announcements of office or government events such as holiday parties, charity events or similar records; records documenting routine activities containing no substantive information, such as routine notifications of meetings; letters of thanks, invitations, and responses to invitations.	Retain until no longer needed (should be no longer than 30 days)
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## Local Government Schedule 10 – Meeting and Board Records

**NOTES:** Boards, commissions, councils, task forces, etc., that were established by statute or Executive Order, or that establish or administer policy are examples of entities for which minutes shall be created and retained per MRS Title 1, §403. MEETINGS TO BE OPEN TO PUBLIC; RECORD OF MEETINGS.

Series	Series Title	Description	Retention
LG10.1	<b>Associations and Organizations File</b>	Records concerning local, state, or national associations, organizations, and committees with which the agency or staff is involved.	Retain 2 Years then destroy
LG10.2	<b>Board of Appeals Files</b>	Case files, including proposal initially refused by Planning Board, documents submitted in support or opposition to appeal, related correspondence.	Archival records, retain permanently.
LG10.3a	<b>Committee/Board Appointment Records</b>	This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. Records may include, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, and related correspondence.	Retain 3 years after term of office ends or board member leaves service; or committee/board is abolished then destroy
LG10.3b	<b>Committee/Board Appointment Records: Non-Selected Applicants</b>	This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. Records may include, applications, letters of recommendation, and related correspondence and supporting documentation.	Retain 2 years then destroy; unless personnel action/litigation, then keep records until the later of 2 years or resolution of the action/litigation.
LG10.4	<b>Meeting Notes - Boards and Commissions</b>	Preliminary notes made by the secretary during the meeting, used to prepare the official minutes for approval and adoption.	Retain until official minutes are approved then destroy
LG10.5a	<b>Minutes and Files of General Office Meetings and Internal Committees</b>	Minutes, agendas and meeting files from office staff meetings, internal committees, and other internal meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication but where agency policy decisions are not coordinated. Records may also include audio-visual/electronic recordings.	Retain all records 2 years then destroy
LG10.5b	<b>Minutes and Files of Policy Setting Meetings (Other Than Boards)</b>	Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations. May include audio-visual/electronic recordings.	See LG10.6 for retention requirements.

<p><b>LG10.6</b></p>	<p><b>Minutes of Meetings - Boards and Commissions</b></p>	<p>All official meetings held or conducted by boards and commissions, where official minutes are kept with an accurate record of votes and actions. Records may include, but not limited to: agendas, meeting/agenda packets (briefs, reference materials, etc.); speaker sign-up, written testimony; minutes. Minutes typically contain the date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, and actions taken. Records may include audiovisual/electronic recordings documenting the actual proceedings.  <b>NOTE:</b> Materials of Executive Session are highly confidential. Except for one sealed copy, all materials are to be destroyed. Records are only opened under court order or legal advisement.</p>	<p>Official meeting materials as described are archival records, retain permanently.  <b>Recordings:</b> Retain audio, video, electronic (including webcast) and other recordings of meetings 5 years after approval of meeting minutes then destroy. If recordings are the only documentation of the meeting as noted in Title 1, §403, subsection 2, they would be considered a permanent record.  <b>NOTE:</b> State Archives recommends retaining these records in the form of written minutes.</p>
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## Local Government Schedule 11 - Electronic/Information Technology Records

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

For additional information regarding electronic records, see Introduction and Appendix E.

Series	Title	Description	Retention
LG11.1	<b>Data Documentation (Metadata)</b>	Records (sometimes known as metadata) generally created during system or application development or modification and necessary to access, retrieve, manipulate, and interpret data in an automated system, that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. May include: data element dictionary, file layout, codebook or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Retain 3 years after discontinuance of system or application, but not before system or application data is destroyed or transferred to a new structure or format.
LG11.2	<b>Digitization and Scanning Files</b>	These are records that are being scanned for the purpose of the entire record being captured in another format. Source documents for short-term (10 years or less) are eligible for scan and destroy once verified and indexed. Source documents for long-term records shall be retained for the entire retention period unless/until there is a migration plan in place. Source material for archival/permanent records will be retained permanently. Scanned electronic records must be retained per applicable retention schedule.	See description
LG11.3	<b>Email Messages</b>	Email messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters. Email messages also contain features commonly associated with traditional records systems, including calendars, directories, distribution lists, and attachments such as word processing documents, spreadsheets, or images that are incorporated into an email message.	Retain according to Local Government Correspondence Schedule.

LG11.4	<b>Network Site/Equipment Support Files</b>	Records documenting support services provided to specific sites and computer-to-computer interfaces on a network, including site visit reports, trouble reports, service histories, and correspondence and memoranda.	Retain site visit reports, trouble reports, and routine correspondence 3 years after creation then destroy. Retain service histories and other summary records after the related equipment or site is no longer in use. Destroy all records after retention has been met.
LG11.5	<b>Social Media Records</b>	Social media refers to the various activities integrating web technology, social interaction, and user-generated content. Social media is used internally and externally to share routine information, support business processes, and connect the public to local government. Social media includes blogs, microblogs (Twitter), video sites (YouTube), image sharing services (Instagram), networking sites (Facebook), and other interactive sites. NOTE: Maine State Archives recommends developing policies and procedures for regular identification, retention and capture of social media records.	If the information posted or received on a social media platform documents government business, the post is likely a government record. Retain posts which are public records for at least the minimum retention period listed for those records in the Local Government Schedules. If the information in a post exists elsewhere or is not the official record copy, it may be duplicate information with no retention requirements. If a post simply points to external resources, it may be transitory information and can be deleted as soon as the agency purpose has been served.
LG11.6	<b>Summary or Extracted Data Files</b>	Summary or aggregate data from a master file or database, including “snapshots” of data, created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program-specific needs.	Retain until after data is distributed and, if necessary, receipt is acknowledged then destroy.
LG11.7	<b>Websites</b>	Websites provide access to records that document an agency's duties and activities. Records commonly found on websites include: publications, meeting minutes, annual reports, photos, press releases, policies and procedures, and mission statements. Websites may also serve as access points for database records. Websites may be static with content added and removed on a regular schedule or interactive and dynamic where content is pulled from a database at the user's request. Analyze and inventory content to confirm what records are duplicates (found elsewhere) and what records are unique (only captured on website).	Retain duplicate copies of records until no longer needed then destroy. Retain official records (not captured elsewhere) per applicable Local Schedule.