

# Section C

## Public Safety

**The following three schedules have been reviewed and revisions are pending approval.  
Schedules below are from the 2018 version.  
However, for the purposes of overall revisions, schedule numbers have been updated.**

## Local Government Schedule 21 – Law Enforcement

**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 should 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
LG21.1a	<b>Accident Records, Fatality</b>	Copies of records maintained by Traffic Division, State Police, for traffic accidents resulting in at least one death.	15 years, following accident
LG21.1b	<b>Accident Records, Nonfatality</b>	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 maturity and file suit before records are destroyed.	25 years, following accident
LG21.2	<b>Arrest Records</b>	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
LG21.3	<b>Civil Process Services</b>	Records documenting service and attempts to serve civil processes, including but not limited to: Notice to Quit, Writ of Possession, Forcible Entry and Detainer, and Summons. Records include copy of document served, documentation of service, financial recordings/receipts, and related records. Information may include name of person receiving service, date and time of service or attempted service, fees received, and officer serving papers.	6 years
LG21.4	<b>Communications Records</b>	Log of radio transmissions. Also called Dispatch Records.	2 years
LG21.5	<b>Complaint Logs/Cards</b>	Log kept in any format by law enforcement agency, recording all complaints.	Permanent
LG21.6a	<b>Investigative Case Records, All Other</b>	All other investigative cases not covered under <del>19.6.b-19.6.e</del> 21.6a-21.6e.	7 years
LG21.6b	<b>Investigative Case Records, Criminal Cases - Cleared</b>	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
LG21.6c	<b>Investigative Case Records, Criminal Cases - Open</b>	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
LG21.6d	<b>Investigative Case Records, Homicides</b>	Investigation files for homicides.	Permanent
LG21.6e	<b>Investigative Case Records, Sudden/Accidental Death</b>	Investigation files for sudden or accidental deaths (not classified as homicides).	Permanent

LG21.7	<b>Juvenile Records</b>	Records of juveniles who are the subject of investigations.	Until former juvenile is 23 years old
LG21.8	<b>Pawn Slips</b>	Record of pawn shop activity	6 years
LG21.9	<b>Summonses Issued by Animal Control Officers and Local Shellfish Wardens</b>	Summonses issued by local animal control officers and shellfish wardens.	3 years
LG21.10	<b>Telecommunication Terminal Logs (Teletype)</b>	Teletype from telecommunication terminals.	2 years
LG21.11a	<b>Telecommunication Terminal Messages (Master Copy Retained by State Police) - All Other</b>	All telecommunication terminal messages except NCIC. Cannot be destroyed if METRO (Maine Telecommunication and Radio Operations) Manual requires otherwise.	Current plus one year
LG21.11b	<b>Telecommunication Terminal Messages (Master Copy Retained by State Police) - NCIC III Inquiry Logs</b>	National Crime Information Center inquiry logs.	Until NCIC audit
LG21.12	<b>Uniform Crime Reports</b>	Uniform Crime Reports.	Current plus one year
LG21.13	<b>Uniform Traffic Ticket and Complaint</b>	Traffic tickets.	Until final court disposition

## Local Government Schedule 22 – Jail 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 should 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
LG22.1	"TPA"	Accounting for inmate canteen funds, or similar mechanisms - money from candy machines, etc. used for such items as newspapers and recreational equipment.	6 years
LG22.2	<b>Administrative Lockups</b>	Record of prisoners separated from the general population.	10 years
LG22.3a	<b>Administrator's Files - All Other Records</b>	Jail administrator's files that are record materials - that is, documents created or received in the course of business.	6 years
LG22.3b	<b>Administrator's Files - Copies and Informational Materials</b>	Jail administrator's nonrecord materials, such as publications and duplicate copies of records officially maintained elsewhere.	Until no longer needed
LG22.4	<b>Admission/Release Documents</b>	Used to prepare monthly report to Department of Corrections.	2 years
LG 22.5	<b>Audit Reports</b>	Report issued by auditor following each official audit.	10 years
LG 22.6	<b>Board of Prisoners</b>	Bills and receipts.	6 years
LG 22.7	<b>Contingency Reports</b>	Boarding of inmates for or at other jurisdictions.	2 years
LG22.8	<b>Correspondence from Sheriff's Office</b>	Communications between jail and Sheriff's Office.	2 years
LG22.9	<b>Cutlery Reports</b>	Before and after each meal, cutlery is counted to make sure none is missing.	2 years
LG22.10	<b>Daily Classification Log</b>	Record of how many prisoners in each classification are housed each day.	10 years
LG22.11	<b>Disciplinary Hearings</b>	Hearings conducted to determine whether or not discipline is required, and if so what it should be.	6 years
LG22.12	<b>Inmate Accounts</b>	Receipts and daily balance sheets for personal funds held on behalf of inmates.	6 years
LG22.13	<b>Inmate Cards</b>	Index to case files.	Destroy when case file is destroyed
LG22.14a	<b>Inmate Case Files - Admission/Release Forms</b>	Forms completed to document admission and release of inmate.	10 years
LG22.14b	<b>Inmate Case Files - Appearance Bonds</b>	Appearance bonds and other records used to establish date of release.	10 years
LG22.14c	<b>Inmate Case Files - Booking Cards</b>	Records made when an inmate is booked.	10 years

LG22.14d	<b>Inmate Case Files - Civil Papers</b>	Record of noncriminal papers served on this prisoner.	Retain for most recent incarceration only
LG22.14e	<b>Inmate Case Files - Commitment Orders</b>	Court order committing prisoner to custody of jail.	Permanent
LG22.14f	<b>Inmate Case Files - Disciplinary Hearing Records</b>	Case file copy of record of disciplinary hearing involving inmate.	Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
LG22.14g	<b>Inmate Case Files - District Attorney's Computation of Time Served</b>	The record of time served for the prisoner, as computer by the District Attorney.	Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
LG22.14h	<b>Inmate Case Files - Fingerprint Cards</b>	Card containing prisoner's fingerprints, created each time prisoner is processed.	Retain clearest prints only (this may mean retaining more than one card). Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
LG2.14i	<b>Inmate Case Files - Inmate Memos</b>	Incident file documenting all significant interactions of staff with prisoner.	6 years
LG22.14j	<b>Inmate Case Files - Inmate Photographs</b>	Photographs taken at required points of incarceration.	Retain most recent photo only
LG22.14k	<b>Inmate Case Files - Judgements and Other Records Used for Risk Classification</b>	Those records that must be used to judge the level of risk posed by the prisoner.	5 years or most recent incarceration
LG22.14l	<b>Inmate Case Files - Money Records</b>	Case file copy of records documenting prisoner's personal funds.	Retain for most recent incarceration only
LG22.14m	<b>Inmate Case Files - Printouts From Jail Database</b>	All printouts from the jail database concerning this inmate, including booking printouts.	2 years
LG22.14n	<b>Inmate Case Files - Property Records</b>	Personal property of inmate and prison property issued to inmate.	Retain for most recent incarceration only
LG22.14o	<b>Inmate Case Files - Request for Visitors</b>	Inmate's request to be visited by specific persons.	Retain for most recent incarceration only
LG22.14p	<b>Inmate Case Files - Request/Grievance Forms</b>	Used by inmate to make requests or file grievances.	6 years

<b>LG22.14q</b>	<b>Inmate Case Files - Trustee/Work Release Records</b>	Inmate's record of service as a trustee, or of being granted work release.	6 years
<b>LG22.15</b>	<b>Intake Logs</b>	Record in log format of all admissions to the jail.	10 years
<b>LG22.16</b>	<b>Judgments and Commitments</b>	Administrator's copies of the documents that authorize the jail to hold the prisoner.	10 years
<b>LG22.17</b>	<b>Key Log</b>	Record of keys issued and returned.	6 years
<b>LG22.18</b>	<b>Laundry Checklist and Inventory</b>	List of prisoner clothing going to laundry and being returned; inventory of all clothing items owned by a prisoner.	1 year
<b>LG22.19</b>	<b>Medical Records</b>	Prisoner medical records for use when treatment is needed when in custody.	10 years
<b>LG22.20</b>	<b>Officer Memos (Incident)</b>	Corrections officer notes concerning incidents that require documentation.	6 years
<b>LG21.21</b>	<b>Program Files</b>	Inmate attendance at jail programs.	2 years
<b>LG22.22</b>	<b>Random Cell Search Logs</b>	Logs kept of random cell searches and their findings.	6 years
<b>LG22.23</b>	<b>Rules and Regulations (Policies and Procedures)</b>	The policies and procedures under which the facility operates (Required by Maine Jail Standards).	Permanent
<b>LG22.24</b>	<b>Shave/Shower Log</b>	Record of when prisoners have shaved and showered.	6 years
<b>LG22.25</b>	<b>Summonses</b>	Legal demands for court appearances.	6 years
<b>LG22.26</b>	<b>Visitor Sign-In Sheets</b>	Sheets on which all visitors are required to sign in.	6 years
<b>LG22.27</b>	<b>Work Schedules</b>	Work schedules for jail staff.	Current year

## Local Government Schedule 23 – Fire Departments

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Series	Series Title	Description	Retention
LG23.1	<b>Auto Fires</b>	Fire calls involving motor vehicles rather than structures.	5 years
LG23.2a	<b>Bomb Threat Reports - Anonymous</b>	Bomb threats in which the perpetrator is not identified.	7 years
LG23.2b	<b>Bomb Threat Reports - Identified</b>	Bomb threats in which the perpetrator is identified.	Until perpetrator reaches age 80 (IF State Bureau of Identification confirms no contact with Criminal Justice System in last 5 years)
LG23.3	<b>Complaints</b>	Complaints of fire hazards made to Fire Department.	File with inspections
LG23.4	<b>E-Bills (Firefighters Hired for Outside Jobs)</b>	Bills of services of firefighters working temporarily for other employers.	2 years
LG23.5	<b>Equipment Maintenance Records</b>	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
LG23.6	<b>False Alarms</b>	False alarm reports.	2 years
LG23.7	<b>Fire Dispatch Records</b>	Record of truck(s) dispatched in response to a reported fire.	6 years
LG23.8	<b>Fire Prevention Files (Inspection Files)</b>	Fire inspections on buildings within municipality.	Life of building, plus 6 years
LG23.9	<b>Fire Prevention Permits</b>	Permits reissued each year for possession of explosives, flammables.	Current year
LG23.10	<b>Forest Fire Reports</b>	Reports of a possible forest fire.	3 years
LG23.11	<b>General Notices</b>	Notices issued to all firefighters by chief.	Permanent
LG23.12	<b>General Orders</b>	Orders issued by the chief to be followed until cancelled.	Permanent
LG23.13	<b>Incident Reports</b>	Answers to alarms.	2 years
LG23.14	<b>Investigation Files</b>	Investigation of fires that have taken place within municipality.	Permanent
LG23.15	<b>Juvenile Fire- Starter Case Files</b>	Records of juveniles who have started fires, and of steps taken to prevent recurrence.	Until former juvenile is 23 years old
LG23.16	<b>Manpower Reports</b>	Reports of all firefighters on duty and/or responding to calls.	10 years
LG23.17	<b>Monthly Hazard Reports</b>	Report of hazards discovered during monthly safety inspections.	2 years, after expiration

Series	Series Title	Description	Retention
LG23.18	<b>Narrative Reports</b>	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
LG23.19	<b>Official Reports Other Than Fire</b>	Reports, such as theft from vehicle, created by Fire Department but not concerning a fire.	1 year
LG23.20	<b>Run Sheets</b>	Form completed each time a truck leaves the station. Includes ambulances when these are municipally operated.	6 years
LG23.21	<b>Sprinkler Records</b>	Records of sprinkler systems in buildings protected.	Permanent
LG23.22	<b>Statistics</b>	Sent to Chief.	1 year
LG23.23	<b>Structure Fires</b>	Permanent records of fires that have damaged or destroyed buildings.	Permanent
LG23.24	<b>Underground Storage Tanks</b>	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
LG23.25	<b>Woodstove Inspections</b>	Inspections of woodstoves to verify their safe installation.	Until stove is removed