

State General Schedule 1 - Administrative Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTES: 1) Copies of any published reports under Schedule 1 must be sent to the Maine State Library per [Title 1, Chapter 13, Section 501-A](#) (either in paper format or electronically). 2) In order to provide unique identifiers, any series below requiring transfer to the State Records Center or Archives must first be written on an **agency schedule** (submitted and approved) before records can be sent.

Series	Title	Description	Retention
GS1.1	Annual Reports	Annual reports prepared by agencies describing functions, activities, and events of the past year. Reports may include organizational charts.	Archival. Retain 6 years in agency after superseded then transfer to State Archives; agencies may wish to retain a copy in the office for convenience purposes.
GS1.2	APA (Administrative Procedures Act) Rules	The A.P.A. establishes a uniform, comprehensive set of procedures covering: The administrative actions of state agencies, including rulemaking, advisory rulings, adjudicatory proceedings, and licensing; and Judicial review of those actions. Rulemaking includes all the steps an agency must follow to give a rule legal effect. The process begins when the agency determines that a rule should be created, amended, or repealed, or the agency receives a request from the public to adopt or modify a rule. The process is completed when, after the agency has properly performed all the intervening steps, the Secretary of State accepts the rule for filing. The Maine Administrative Procedure Act (A.P.A.) may be found in statute at 5 MRSA sec. 8001 through 11116 .	Retain current rules and associated rulemaking record in agency for as long as any portion of the adopted rule remains in effect, then destroy Note: Secretary of State/CEC retains filings and sends them to the Maine State Archives
GS1.3	Attorney General Opinions	Opinions relating to interpretation of the law. Record copy is retained by Attorney General for current business; other copies may be destroyed when opinion is no longer applicable.	Retain agency copies until opinion is no longer applicable then destroy Note: Attorney General's Office sends these records to the Maine State Archives

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.4a	Disaster or Emergency - Preparedness Plans	Agency copies of 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
GS1.4b	Disaster or Emergency - Response/Recovery Records	Agency 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 agency operations.	Archival. Retain 6 years after matter resolved/recovery complete then transfer to Archives
GS1.5a	Equipment/Asset Inventory	Running inventories of equipment such as audiovisual equipment, tools, laboratory equipment, and furniture that describe each item of property, indicate its location, and provide cumulative totals of each type of agency-owned or leased equipment and furniture. These records are often maintained as manual card files or computer databases.	Retain 6 years after date of document then destroy
GS1.5b	Equipment/Motor Vehicle Maintenance Records	Records documenting service and repairs to agency equipment or to motor vehicles assigned to or owned by an agency. These records normally include maintenance orders, logs, copies of fiscal documents such as requisitions or purchase orders for parts or services, warranties, operation and repair manuals, and parts lists.	Retain 3 years after equipment or vehicle is sold, transferred, or otherwise disposed then destroy
GS1.6	Forms and Templates File	Blank forms, templates, and letterhead used to create agency records.	Retain until superseded or obsolete then destroy.

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.7	Freedom of Access Act Requests (FOAA)/Public Records Requests	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 and 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 after completion of request, then destroy
GS1.8a	Grants - Denied Applications	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
GS1.8b	Grants - Issued by State Agencies	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
GS1.8c	Grants - Received by State Agencies	Documentation of grant projects and funds received and expended by state agencies. 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 GS1).	Retain 6 years after end of grant period then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.9	Legislative File	Reference copies of records concerning legislative matters affecting the agency. Files may include legislative bills and other related records. These records are maintained by agency officials to allow for available reference of legislative activity relating to specific programs. Records may also contain information tracking proposed legislation.	Retain until no longer needed for reference purposes then destroy Note: Legislative bills and other related records are sent to Archives by sections of the Legislature.
GS1.10	Maine State Employees Combined Charitable Appeal Campaign (MSECCA)	These records support the Maine State Employees Combined Charitable Appeal Campaign (MSECCA) program, a coordinated campaign to encourage financial support from state employees for various charitable agencies. The records are used for accountability of how employee's contributions are distributed to the various charitable organizations. All records pertaining to the annual campaign.	State Program Administrator - retain records until new State agency administrator appointed and transfer campaign program records. Agency team leaders - retain records until next campaign then destroy
GS1.11	Mission Statements	This series documents the fundamental reason for the existence of a state agency. The Mission Statement reflects the values, beliefs, philosophy, and culture of the agency, providing a means for the administration to make decisions on the agency's behalf.	Archival. Retain 6 years in agency after superseded then transfer to State Archives; agencies may wish to retain a copy in the office for convenience purposes.
GS1.12a	Operational Plans - Major	Comprehensive plans for the administration, reorganization or operation of an entire agency or major subdivision. Administrative and operational plans do not include mission-related or program-specific plans.	Archival (evaluated). Retain 6 years after superseded or obsolete. Typically, these records will be Archival and will be evaluated on a case-by-case basis.
GS1.12b	Operational Plans - Routine	Plans developed to guide administrative and routine operations in program areas. These records typically include program unit weekly, monthly, and yearly work plans and plans for specific projects.	Retain 3 years then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.13a	Policies and Procedures - Major	Major administrative policies and procedures generally are issued by the agency head, chief administrative officer, or an executive level office to address agency wide operations, critical agency 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 (evaluated). Retain for 6 years after superseded or withdrawn. Typically, these records will be Archival and will be evaluated on a case-by-case basis.
GS1.13b	Policies and Procedures - Routine (Internal Operations)	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
GS1.14	Press Releases (Official) - Significant	This series documents the official release of information to the media informing the public of significant agency events and actions. These press releases provide important information to the citizens of the state regarding agency matters (programs, policies, or events) which constitute high importance and could have a significant impact to the public. Records may include photographs, audiovisual recordings, transcripts of speeches, websites, social media records.	Archival. Retain 6 years after date of issue then transfer to Archives
GS1.15	Public Relations Records - Routine Information	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

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.16	Publication and Duplication Services	Records of publication and duplication services provided to state agencies. May include production requests, orders, job descriptions and specifications, samples, and proofs. May also include publication design records and related files.	Retain for 3 years then destroy
GS1.17	Publications	Publication created by state agencies for general public distribution, regardless of format, that documents agency history, agency-related functions, or agency 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. Retain 6 years in agency then transfer to Archives. A copy of any publication as described under Title 1, Chapter 13, Section 501-A must be transferred to the Maine State Library (paper or digital format).
GS1.18	Received Directives, Reports, Policies, and Procedures	Directives, reports, policies, procedures, and bulletins received from outside the agency or other offices within the agency. File includes reference copies of agency bulletins, policies, and procedures.	Retain until superseded or obsolete then destroy
GS1.19a	Reports and Studies File - General Office	Records concerning the internal performance of an agency, department, program, or project, or the internal planning of future programs or projects.	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.
GS1.19b	Reports and Studies File - Major	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 agency functions, or addresses areas of public visibility or concern.	Archival (evaluated). Retain for 6 years after superseded or no longer applicable. Typically, these records will be Archival and will be evaluated on a case-by-case basis.

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.20	State Agency Activities – Multimedia (not recordings of meetings)	This series documents state agency 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. An agency schedule would need to be written and retention would be based on the content/value of the material.
GS1.21a	State Events and Programs - Historic	Records that document significant events or the history and development of the agency and its programs. Records in this series may document a program, project, event, or issue that: results in a significant change affecting the agency and/or the citizens of Maine; involves prominent people, places, or events; or results in media attention statewide or nationally. Records may include: Photographs, audiovisual recordings, transcripts of speeches; Samples/designs of logos, commemorative items; Websites, social media records; Planning and coordination records. Note: Be certain that materials do not fall within other records series.	Archival. Retain 6 years in agency then transfer to Archives
GS1.21b	State Events and Programs - Routine	This series documents the agency's 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; Websites, social media records, etc.; Planning documents.	Retain 3 years then destroy
GS1.22	Surplus Property Records	Agency copies of records that identify surplus property and expedite its transfer to State Surplus Property. Records may include requests for transfer, receipts, and supporting documentation that describe the property being transferred.	Retain 3 years then destroy

State General Schedule 1 - Administrative Records

Series	Title	Description	Retention
GS1.23a	Surveys - Responses by State Employees	Individual responses to surveys or questionnaires.	Retain until no longer needed then destroy
GS1.23b	Surveys - Sent by State Agencies	Citizen and customer service surveys and related records addressing agency services, policies, and other concerns.	Retain 1 year then destroy.
GS1.24a	Training Information Records (Training or Workshop materials created by the agency)	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.
GS1.24b	Training, Workshop and Conference Materials (Attended by Employees)	Records concerning conferences and workshops, or other training sessions attended by agency employees (other than materials included in State Training files). File includes curriculum materials, agenda with applicable dates and other related records.	Retain 1 year after event then destroy Note: Employees may choose to keep some information from training as reference material, but files should be clearly marked as such.
GS1.25	Volunteer Files	Records concerning volunteers within the agency. File includes volunteers' applications, job descriptions, and time logs.	Retain 3 years after end of service then destroy
GS1.26	Work Orders	Work orders submitted for the maintenance and repair of equipment and facilities.	Retain 1 year after completion of work then destroy