

General Schedule 5 - State Agency Correspondence

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) 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). 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
GS5.1	Correspondence Containing Inadvertently Disclosed Privileged or Confidential Information	Records, including correspondence, attachments, enclosures, and embedded metadata, received by a lawyer subject to the Maine Rules of Professional Conduct that contain inadvertently disclosed privileged or confidential information.	Return, destroy, or sequester records or portions of records as may be required by the Maine Rules of Professional Conduct. Otherwise follow the retention period for the appropriate record series.
GS5.2	Executive/Official Correspondence	Correspondence pertaining to the formulation, planning, and implementation of the programs, services, or projects of an agency and the regulations, policies, and procedures that govern them. This series is intended for commissioners and division directors for correspondence documenting executive decisions made regarding agency interests (not filed as part of another approved record series).	Retain 2 years then transfer to Archives NOTE: Attention should be given to content. In other words, just because something is written by a commissioner does not necessarily make it an archival document.
GS5.3	General Correspondence	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

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GS5.4	Non-Business-Related Correspondence	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
GS5.5	Program Correspondence	Correspondence relating to specific agency 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 Varies - File with related record series. If none exists, establish appropriate agency retention schedule.
GS5.6	Transitory Correspondence	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)