

General Schedule 7 - Records Management

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](#).

Note: Records Management retains the following records: Authorization for Records Center Use forms - 5 years; Disposition Notification forms (for those records retained at the Records Center and Archives) - permanent; Application for Record Retention Schedule and Record Series Inventory forms - permanent; Transmittal forms - permanent

Series	Title	Description	Retention
GS7.1	Access Authorization/Records Officer Designation	Application for issuance of Records Center Access Cards including designating Records Officers and Assistant Records Officers for various State Agencies.	Retain until obsolete (a personnel change occurs) and access card numbers become invalid
GS7.2	Records Disposition Documentation	Records documenting authorized destruction of agency records. These include Records Center Disposition Notification forms or other records which the agency uses to document the disposal of its records. Internal documents are intended for program records under agency retention schedules documenting the major functions of the agency and not for transitory/general records. The purpose is to protect the agency 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.	Records destroyed in agency: retain 10 years after disposal/purging of associated records Records sent to Records Center/Archives: retain 2 years after destruction of associated record transmittals
GS7.3	Records Inventory Files	Descriptive inventories of agency records indicating the titles, contents, locations, volume, inclusive dates, and other attributes of those records.	Retain until superseded by a new or updated inventory then destroy

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Series	Title	Description	Retention
GS7.4	Records Retention Schedules	Copies of records retention schedules approved by the Maine State Archives, Records Management Department for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Schedules provide the minimum timeframes the records must be retained and include instructions for their disposition. They are the primary tool for an agency's management of its records. Schedules are inclusive of all records that are specific to an agency and provide accountability for their creation and maintenance. Records include Application for Record Retention Schedule and Record Series Inventory forms.	Retain current version of the schedule in agency until superseded then destroy (Records Management retains all versions permanently.)
GS7.5	Records Retrieval/Reference Records	This record series documents the retrieval and refiling of records stored in a records management or archival facility. The series may include, but is not limited to, reference and records retrieval and refile requests such as the Maine State Archives/Records Center Request for Reference Service form.	Retain 1 year after return of documents or after receipt of archival or electronic copies, then destroy
GS7.6	Transmittal Documents	This series documents the transfer of records from the creating agency to either the Maine State Archives or the State Records Center as provided for in the agency's approved records retention schedule. The transmittal specifies the records that are being transferred by schedule/series number, title, and date span. It also lists each box with first and last file items and dates, providing an index to the records being transferred and providing specific information as to the location of the records in the Archives/Records Center.	Retain transmittals 2 years after related materials are disposed then destroy. Archival records retain permanently.