

**DISPOSITION SCHEDULE A:**  
**GENERAL DISPOSITION SCHEDULE FOR LOCAL GOVERNMENT RECORDS**

Records (regardless of media) are scheduled for retention by the office which has legal accountability. Additional copies held only for convenience are not records, and may be destroyed when no longer needed. Drafts and notes may also be destroyed when no longer needed, except when these materials document the development of local government policy and are therefore incorporated into an official file. Drafts and notes incorporated into official files become part of that file, and have the same retention period as the other records contained therein.

Most record series listed on the General Disposition Schedule may be found in any office of local government, although several are unique to municipalities.

Changes to time frames as outlined by new State of Maine statutes will supersede timeframes currently outlined in Records Retention policies.

1. Accident reports filed by local government employees (including vehicle accidents and property damage accidents): 6 years, Destroy
2. Administrative calendars: Current year, Destroy
3. Aerial photographs: Retain one copy in office of record
4. Agendas: 6 years, Destroy
5. Annual reports (Annual report of municipality or other local government agency): Retain
6. Applications for employment - not hired: 2 years, Destroy
7. Appointments/oath books (including "Forms of oaths given or taken"): 25 years, Destroy
8. Audit reports: Retain
9. Audits, internal (working papers): 6 years, Destroy
10. Bank reconciliations: 6 years, Destroy
11. Bankruptcy notices: 10 years after debt dismissed, Destroy
12. Bids: 6 years, Destroy
13. Bills of sale for property that must be filed with municipal clerk (example: house located on rented land): 6 years after property is sold or removed, Destroy

14. Bond records, financial: 6 years after expiration, Destroy
15. Bond records, performance (insurance against employee theft, etc.): 6 years after expiration, Destroy
16. Board of Appeals files (these are case files for all Appeals Boards, kept in addition to minutes of meetings): Retain
17. Budget records:
  - a. Summary: Retain
  - b. Forms and information used to compile summary: 6 years, Destroy
18. Cash sheets (and other accounting records summarized by permanent documents, such as ledgers): 6 years, Destroy
19. Certified mail receipts:
  - a. Routine (not used to transmit documents that are or are likely to become the subject of litigation): 3 months, Destroy
  - b. Evidential (used to transmit documents that are or are likely to become the subject of litigation): Keep with file copy of document transmitted
20. Checks: 6 years, Destroy
21. Clothing records (including clothing allowances, uniform allowances, uniform records, etc.): 3 years, Destroy
22. Complaints to local government officials:
  - a. Complaints leading to inspections: See Municipal Inspections
  - b. Other complaints: 3 years from resolution, Destroy
23. Contracts: 6 years after completion, Destroy
24. Correspondence:
  - a. Transitory (letters of transmittal, requests for information, letters of application, of thanks, etc.): 1 year, Destroy
  - b. Substantive (letters and memoranda documenting actions taken by the local government agency): File with related record series
  - c. Correspondence received from parents by schools: File as part of child's permanent record
25. Deeds to properties owned by local government agencies: Retain
26. Deposit slips: 6 years, Destroy
27. Depreciation schedules: 6 years after disposal of property, Destroy

28. Equipment records: 2 years from disposal, Destroy
29. Expense reports: 6 years, Destroy
30. Grants: Retain
31. Hazardous chemicals:
  - a. Material Safety Data Sheets: Retain current MSDS only
  - b. Chemical Identification List and related records: 20 years (per Title 26, Chp. 823, 1716.1), Destroy
32. Health records (except as maintained by government-operated hospitals or similar health care facilities):
  - a. Clinics sponsored by local government agency (immunizations, cholesterol/blood pressure screenings, etc.): 10 years, Destroy
  - b. Health records of individuals (such as local government employees, individuals visited by municipal nurses, etc.): 60 years, Destroy
  - c. Records of health emergencies or disasters: Retain
33. Insurance claims (note: includes both claims filed against local government agency, and claims filed against others by local government agency): Until settled plus 6 years, Destroy
34. Insurance policies: 6 years after expiration, Destroy
35. Inventories: 6 years, Destroy
36. Job descriptions:
  - a. No grievances pending: Retain current version only
  - b. Job descriptions grieved with collective bargaining: Follow applicable collective bargaining agreement
37. Labor citations (safety violations): Current plus 1 year (note: an uncorrected citation may *not* be destroyed), Destroy
38. Leases: 6 years after expiration, Destroy
39. Ledgers/journal entries (including distribution records): Retain
40. Minutes of meetings, notes (handwritten or stenographic) - transcribed (see also Item 51): Destroy
41. Minutes of meetings, official (all official meetings held or conducted by local government officials)

- a. Attested copy, if no record book: Retain
- b. Attested copy, if record book: Destroy
- c. Record book: Retain

42. Minutes of meetings, transitory (routine staff meetings): 2 years, Destroy

43. Mortgages on properties owned by local government agencies: Retain

44. Municipal inspection files

- a. No order of eviction, compliance, correction or remediation issued as a result of inspection: 3 years, Destroy
- b. Order of eviction, compliance, correction or remediation issued as a result of inspection: 3 years from closure of case, Destroy

(These files contains records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results.)

45. Municipal ordinances: Retain

46. Payrolls: 6 years, Destroy

47. Personnel records:

- a. Employment history (including dates of employment, salary history, full time/part time status): 60 years unless employer has been notified that the former employee has died; in which case, 10 years after the former employee's death; Destroy
- b. Transitory (all other personnel records, including courses and workshops taken): 6 years or until destruction is permitted by applicable collective bargaining agreement, Destroy

48. Property records (other than deeds to real estate): 6 years after disposal of property, Destroy

49. Receipts (including treasurer's receipts): 6 years, Destroy

50. Recordings and transcripts of meetings:

- a. Audio or video recordings without verbatim transcript: 5 years, Destroy
- b. Audio or video recordings from which a verbatim transcript has been made: Destroy
- c. Verbatim transcript: 5 years, Destroy
- d. Approved minutes (see also Items 41 and 42): Retain  
If both an audio and a video recording are made, only one or the other needs to be retained for 5 years. Please note: Records relevant to known or anticipated litigation may not be destroyed, regardless of format.

51. Regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.): 6 years, Destroy

52. Retirement and pension records: See long-term personnel records

53. Site plans:

- a. Approved site plan: Retain
- b. Work in progress: Until no longer needed, Destroy

54. Training and education of employees: Information about available training/education opportunities: Update as needed, Destroy

55. Union agreements: Retain until new agreement is signed and time limit for filing grievances under old agreement has expired

56. Vacation and holiday schedules: Current year, Destroy

57. Volunteer files: Retain as personnel records

58. Vouchers: 6 years, Destroy

59. Warrants (financial and treasurer's): 6 years, Destroy

60. Warrants (municipal): Retain

61. Welfare records - applications and case files (general assistance, donated commodities, HEAP\*, ECIP\*\*, etc.): 3 years, Destroy

62. Wellness program records: Current year, Destroy

63. Workers compensation records:

- a. First report of injury (no lost work time): 1 year after close of case, Destroy
- b. Completed claim (first report plus other records; claim is finalized by a lump sum settlement): 1 year after close of case, Destroy
- c. Long term claim (first report plus other records where time is lost from work; not finalized by lump sum payment),: 20 years after last payment, Destroy

64. Employee drug tests: 5 years, Destroy\* Heating and Energy Assistance Program\*\* Energy Crisis Intervention Program

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