

Section B

Municipal/County Departments

(not Public Safety or Schools)

Local Government Schedule 12 - Building and Land (for permits and licensing records see Schedule 6, Part 2)

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
LG12.1	Abandoned Property	Any records associated with the management of abandoned properties including but not limited to regulating the care, maintenance and security of property determined to be abandoned and addressing the property defects after notice and opportunity to comply has been given to responsible parties. According to statute, the municipality may recover its costs from the responsible parties.	Retain until all actions are settled/closed plus 6 years then destroy NOTE: Properties associated with historic sites/buildings may not be destroyed
LG12.2	Aerial Photographs	Systematic documentation of land use; not casual photos, which may be destroyed when no longer useful.	Archival records, retain permanently
LG12.3	Buildings and Grounds Records	Record of construction (if applicable), purchase, and on-going repair and alteration of buildings owned and/or operated by local government agency.	Destroy when building no longer exists, or transfer records to its new owner
LG12.4	Deeds to Properties	Deeds (plus any related documents) to a local government agency's real property. These deeds must also be recorded at the appropriate County Register's Office.	Must be recorded at Register of Deeds and retrievable by the municipality through the Registry before any records can be destroyed.
LG12.5	Depreciation Schedules	Depreciation schedules for non-real property owned by local government agencies.	Retain 6 years after disposal of property then destroy
LG12.6a	Leases - Housing/Tenant Files	Lease records relating to tenants in buildings/units owned, used or maintained by local government. Records may include, but is not limited to: Application, background check, etc.; Correspondence with tenants (including notifications, complaints and responses); Executed lease/agreement; Inspections.	Retain 6 years after termination of lease then destroy
LG12.6b	Leases - Property	"Real Property" related leases (land, buildings and fixtures) to which the local government agency is a party. Records may include: legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of the lease.	Retain 10 years after termination of lease then destroy

LG12.7	Mortgages	Mortgages on property owned by local government agency, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Must be recorded at Register of Deeds and retrievable by the municipality through the Registry before any records can be destroyed.
LG12.8a	Municipal Inspection Files, No Order Resulting	These files contain 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, where the inspection does not result in an order of eviction, compliance, correction or remediation.	Retain 3 years then destroy
LG12.8b	Municipal Inspection Files, Order Resulting	These files contain 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, where the inspection results in an order of eviction, compliance, correction or remediation.	Retain 3 years from closure of case then destroy
LG12.9	Property Records	Other than deeds to real estate - documentation for purchase and maintenance of property that the local government agency records on an inventory.	Retain 6 years after disposal of property then destroy
LG12.10a	Site Plans - Approved	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Archival records, retain permanently
LG12.10b	Site Plans - Work in Progress	Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Retain until no longer needed then destroy
LG12.11	Zoning Records	Records related to zoning boundaries within the municipality. Records are typically blueprint maps which show streets, property lines, zoning boundaries, and area classifications.	Archival records, retain permanently

Local Government Schedule 13 - Parks & Recreation

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Series	Series Title	Description	Retention
LG13.1	Equipment Loans	Records used to document recreational equipment loaned in connection with facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.	Retain 1 year then destroy
LG13.2	Facilities Reservation Records	Documents used for rental of parks and recreational facilities including sports facilities (such as ball fields). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.	Retain 2 years then destroy
LG13.3a	Parks and Recreation Facilities Records - Construction and Maintenance	Construction and maintenance of nature trails, playgrounds, and other facilities maintained by municipality, except for municipally owned and operated buildings.	Retain until 6 years after facility ceases to be operated then destroy
LG13.3b	Parks and Recreation Facilities Records - Historical	Records retained for historical and information purposes, including how the park or facility was created and any significant renovations which had an impact on the municipality. Records may include, but not limited to: correspondence, architectural drawings and specifications, photographs, maps, significant news stories.	Archival records, retain permanently
LG13.4	Recreation Programs	Records kept to document specific municipally sponsored recreation programs. These records may be used for reference in developing future programs. Records may include, but not limited to: flyers of specific programs, reservation summaries, copies of receipts for fees paid and other related program records.	Retain 3 years then destroy

LG13.5	Registration Records	These forms are used to register for municipal recreational programs such as arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. Information may include, but not limited to, registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.	Retain 2 years then destroy
LG13.6	Release Forms/Permission Slips	This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. Information may include: Release, dates of activity, name of participant, name/signature of parent/guardian, insurance documentation.	Retain 2 years then destroy

Local Government Schedule 14 - Public Works (for permits and licensing records see Schedule 6, Part 2)

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Series	Series Title	Description	Retention
LG14.1a	Airport Records - Airport Incident or Accident Reports	Incident or accident report and related records.	Retain for 3 years then destroy NOTE: Records documenting serious incidents or accidents may have historical value and would be retained permanently.
LG14.1b	Airport Records - Operation Certification Records	Certification from the Federal Aviation Administration (FAA). Records may include operating certificate, application for certification and FAA inspection reports.	Archival records, retain permanently
LG14.1c	Airport Records - Schedule and Usage Records	Records may include monthly reports, passenger counts, cargo and load records.	Retain 6 years then destroy
LG14.2	Cemetery Lots	Record of ownership of lots in municipally operated cemeteries.	Archival records, retain permanently
LG14.3	E911 Project Lists	Road name assignments and related documents generated by municipalities' E911 compliance activities.	Archival records, retain permanently
LG14.4	Excavation Permits	Permit to dig within municipal limits.	Retain 3 years then destroy
LG14.5	Field Books	Measurements and survey notes for highways, streets, bridges, and other construction projects.	Archival records, retain permanently
LG14.6	Highway/Road Maintenance Schedules	This record series consists of highway/road maintenance schedules which document the starting date and projected date of completion for routine maintenance and repair.	Retain 1 year after superseded or revised
LG14.7	Paving Records	Record of street paving work. Data may include street name, job summary, firm, contract number, widths, lengths, and areas, intersection data, work details, inspection dates, diagrams, elevations, grade and curbing.	Retain 5 years then destroy
LG14.8	Snowplow Files	Records relating to snowplow routes and activity. May include maps, routes, correspondence, logs, crew lists, or other documentation relevant to snow removal.	Retain until updated, superseded, or obsolete.

LG14.9	Street History Files	Record of all changes taking place on each street within municipality. May include street description, deeds to land street occupies, street plans, letters of easement, right-of-way documents.	Archival records, retain permanently
LG14.10	Traffic Light Files	Record of traffic lights department is responsible for maintaining and servicing. May include intersection/signal diagrams, specifications, schematics, and work and repair orders.	Retain diagram records during functional life of signal. Retain maintenance records 3 years then destroy.
LG14.11	Tree Files/Arborist	Records of tree maintenance, planting, and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant information, and records on pesticide use including public hearing notices and copies of applicators' licenses and certifications.	Retain 3 years then destroy
LG14.12	Work/Repair Requests, Complaints, and Orders	For work or repairs initiated by citizen complaint or by internal request. Data may include name and number of complainant or requester, location, and type of work to be performed, dates and times of receipt and response. May include vehicle service requests.	Retain 3 years then destroy
Water, Wastewater/Sewer and Solid Waste/Landfill Facilities			
LG14.13	Annual Reports	Annual and final reports including comprehensive studies and reports, special studies and detailed reports, including facility inspection reports, sanitary surveys, environmental facility monitoring, overall operational reports and reports of emergencies, containing summary or detailed information of long-term value:	Archival records, retain permanently
LG14.14	Closure Records	Records include but are not limited to site investigation records, conceptual and final closure plans, environmental and facility monitoring records, close and post-closure registration report, closure construction certification report, and periodic inspection reports.	Retain two years after closure if records retained by DEP; retain permanently if DEP does not have files
LG14.15	Engineering Maps, Plats, Plans	Records documenting the location and configuration of water and sewer lines, water plant and wastewater plant. Records may show pressure valves/relief valves, as-built plans, check valves, fire hydrant pump stations, manholes, water services and sewer connections.	Archival records, retain permanently
LG14.16	Hazardous Waste Collection and Disposal Records	Summary reports and other records of substances and quantities collected and disposed of by outside transfer	Archival records, retain permanently

LG14.17	History Files	Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way and legal descriptions.	Archival records, retain permanently
LG14.18	Monitoring Reports	Monitoring reports required by DEP. Testing for landfills and wastewater.	Retain 3 years after reporting to DEP. DEP retains the following: landfills and hazardous waste permanently; wastewater 10 years.
LG14.19	Operation and Maintenance Manuals	Maintenance manuals used by the operation and maintenance personnel for facilities, giving recommendations for most efficient operation, management and maintenance of the facility. The appendix to this manual contains plans/drawings showing the location and configuration of lines, fittings and processes. Pages are added or deleted periodically to revise and update this manual.	Retain until updated then destroy
LG14.20	Septage and Transported Waste	Records should show quantity of waste, type of waste, where waste originated from, who transported the waste and the results from any lab testing that was performed on the waste	Retain 5 years then destroy
LG14.21	Water Testing Records	Records of water testing and analysis conducted on water systems. Records may include, but are not limited to, water testing records, laboratory certificates of analysis, microbiological and other result reports.	Retention depends on type of testing. See DHHS Rule 231 for details.

Local Government Schedule 15 - Assessor's Records

NOTES: For further information on tax items refer to Maine Revenue Services - <https://www.maine.gov/revenue/taxes/property-tax>

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Series	Series Title	Description	Retention
LG15.1	Assessor's Returns	Reports completed and filed by assessors on property valuations within county.	Archival records, retain permanently
LG15.2	Callbacks	Record of property owners not available to assessor on first visit, who must be called to make an appointment so the assessor can gain access to the property	Retain 5 years then destroy
LG15.3	Declaration of Value Forms	Forms filed as part of real estate transfer showing selling price of property	Retain 5 years then destroy
LG15.4	Personal Property	Lists of taxable personal property owned by residents of municipality	Retain 6 years then destroy
LG15.5	Property Listings	Lists of real property in the municipality	Archival records, retain permanently
LG15.6	Property Tax Transfer	Record of property transferred from owner to owner,	Must be recorded at Register of Deeds and retrievable by the municipality through the Registry before any records can be destroyed.
LG15.7	Revaluations	Detail created by the process of re-valuing properties. Before these records can be destroyed, the summary information (new valuation and effective date) should be incorporated in the Assessor's permanent records.	Retain 6 years then destroy
LG15.8a	Tax Abatement Records, Municipal - Application for Abatement	Applications for tax abatement filed with municipality	Retain 3 years then destroy
LG15.8b	Tax Abatement Records, Municipal - Record of Abatements Granted/Refused	Record of abatements granted and refused by municipality	Archival records, retain permanently
Tax Exemption Records		This series is defined as any record that states the name of a person or business granted an exemption; the amount of that exemption, and the reason for granting it. Tax exemptions must be recorded in the Valuation Book in order for records described in this item to be destroyed.	

LG15.9a	Tax Exemptions - Blind Exemptions	An individual who is determined to be legally blind is eligible for a tax exemption.	Retain 3 years, after exemption has expired then destroy Not Confidential, per Title 36, §654
LG15.9b	Tax Exemptions - Denial of Homestead Exemption	If the assessor (or state tax bureau) determines that a property is not entitled to an exemption, and further determines that a property improperly received a homestead exemption for any of the 10 years immediately preceding this determination, the assessor shall supplementally assess the property for which the exemption was improperly received, plus costs and interest.	Retain 10 years then destroy Not Confidential, per Title 36, §686
LG15.9c	Tax Exemptions - Estates of Veterans	A veteran who served during a recognized war period and is 62 years or older; or, is receiving 100% disability as a Veteran; or, became 100% disabled while serving, is eligible for an exemption. Applications and attachments are considered confidential.	Retain 3 years, after exemption has expired then destroy Confidential, per Title 36, §653
LG15.9d	Tax Exemptions - Maine Resident Homestead Property Tax Exemption	Provides a measure of property tax relief for certain individuals that have owned homestead property in Maine for at least 12 months and make the property they occupy on April 1 their permanent residence.	Retain 3 years, after exemption has expired then destroy Not Confidential, per Title 36, §681-689
LG15.9e	Tax Exemptions - Taxpayers List	Only attached proprietary and confidential information is confidential and exempt from the provisions of Title 1, Chapter 13. For purposes of this section, "proprietary information" means information that is a trade secret or production, commercial or financial information the disclosure of which would impair the competitive position of the person submitting the information and would make available information not otherwise publicly available and information protected from disclosure by federal or state law or regulations.	Retain 3 years, after exemption has expired then destroy Confidential, per Title 36, §653
LG15.10	Tax Maps	Maps showing municipalities' lot numbers, owners, etc	Archival records, retain permanently
LG15.11	Tree Growth Files	Program to provide tax incentive to owners of forested land to manage it per guidelines.	Retain 3 years after last parcel or portion of a parcel included in original filing is totally withdrawn from program, then destroy
LG15.12	Valuation/Commitment Records	Valuation book, valuation cards, or any method used to track properties for that purpose. It is not necessary to retain a separate valuation list permanently, although one may be created for convenient use.	Archival records, retain permanently. Note: According to MRS Bulletin 15 books do not have to be bound. Recommitments or Adjustments retained permanently as part of Commitment

Local Government Schedule 16 - Tax Records

NOTES: For further information on tax items refer to Maine Revenue Services - <https://www.maine.gov/revenue/taxes/property-tax>

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Series	Series Title	Description	Retention
LG16.1	County Tax Reports	Annual reports incorporating audited county financial statements, provided to State Auditor.	Archival records, retain permanently
LG16.2	Duplicate Copies of Tax Bills	Duplicate copies of tax bills sent to taxpayers.	Retain 6 years then destroy
LG16.3	Excise Taxes (Auto)	Automobile excise tax documentation.	Retain 5 years then destroy
LG16.4	Tax Abatement Decrees Granted by Counties	Tax abatement decisions made by County Commissioners are records in the minutes of the Commissioners' meetings, which are retained permanently.	Retain 6 years then destroy
LG16.5	Tax Anticipation Notes	Notes from local government agency borrowing funds in anticipation of tax collection revenues.	Retain 6 years then destroy
LG16.6	Tax Collector's Settlement	Tax collector's settlement of funds collected from taxpayers.	Archival records, retain permanently
LG16.7	Tax Commitments	Tax collector's commitment of revenues.	Archival records, retain permanently
LG16.8	Tax Demand Notices	Demand that overdue taxes be paid.	Retain 6 years then destroy
LG16.9a	Tax Liens - Discharged	Tax liens that have been discharged after the taxpayer paid the bill. All tax lien discharges must be recorded at the appropriate Register of Deeds office.	Retain 10 years after discharge then destroy Register of Deeds keeps these permanently
LG16.9b	Tax Liens - Not Discharged	Tax liens still in effect because the bill has not been paid.	Retain until discharged then follow 16.9.a Register of Deeds keeps these permanently
LG16.10	Tax Acquired Property Documents (Municipalities)	Records municipality uses to create the tax commitment	Retain 10 years after settled then destroy
LG16.11	Taxpayer Lists	Municipalities may keep taxpayer lists in many formats. This item applies to whichever format the municipality regards as the official, or 'record copy'.	Retain until updated then destroy

Local Government Schedule 17 - County Clerks, Commissioners, Treasurers

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Series	Series Title	Description	Retention
LG17.1	Canceled Bonds	Bonds that have been paid off by the county.	Archival records, retain permanently
LG17.2	Census Reports	County copies of US census reports.	Archival records, retain permanently
LG17.3	County Commissioner Court Sessions	County Commissioners are the counties' chief elected officials. They are ultimately responsible for the fiscal operations and policy decisions affecting county government. Court sessions would be similar to policy setting meetings (see Schedule LG10.5b).	Archival records, retain permanently
LG17.4	Deputy Bonds	Deputy sheriff performance bonds.	6 years, after expiration
LG17.5	Distribution Book	Record of tax dollars collected and expended, by line item.	Archival records, retain permanently
LG17.6	Petitions for License	Petitions for licenses granted at the county level.	6 years
LG17.7	Revenue Sharing Records	Record of revenue sharing funds received and expended by county.	Archival records, retain permanently

Local Government Schedule 18 - Register of Deeds

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SPECIAL NOTE: The Register of Deeds is the official recordkeeper for the series below. If a municipality is keeping items recorded at the Registry, these would typically be considered copies. Municipalities must verify that the Registry has records and follow appropriate series within the Local Schedules before any are destroyed.

Series	Series Title	Description	Retention
LG18.1	Attachments	Attachments filed against property for repayment of debt.	Archival records, retain permanently
LG18.2	Bankruptcies	Bankruptcy filings and related documents.	Archival records, retain permanently
LG18.3	Deeds	Deeds to real property.	Archival records, retain permanently
LG18.4	Discharges	Discharges of indebtedness.	Archival records, retain permanently
LG18.5	Foreclosures	Foreclosures; i.e., seizing of property to satisfy debt.	Archival records, retain permanently
LG18.6	Instruments	Legal documents not otherwise identified on this schedule, also filed with Register of Deeds.	Archival records, retain permanently
LG18.7	Liens	Notice of debt filed to prevent sale of encumbered property.	Archival records, retain permanently
LG18.8	Mortgages and Discharges	Document(s) recorded to provide legal evidence of a mortgage against real property, and document(s) confirming that a mortgage has been discharged, including supporting schedules, required legal forms, and correspondence for mortgages and mortgage discharges filed with Registry.	Archival records, retain permanently
LG18.9	Plans	Blueprints, specifications, drawings, and related documents submitted for recording.	Archival records, retain permanently

Local Government Schedule 19 - Register of Probate

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Series	Series Title	Description	Retention
LG19.1	Adoptions	Adoptions processed by Probate Court prior to 8/8/1953 are not confidential. Adoptions processed on or after that date are confidential.	Archival records, retain permanently
LG19.2	Application for Emergency Involuntary Admission to a Mental Hospital	The 'blue' form used for this purpose.	Retain 1 year
LG19.3	Changes of Name	Changes of name requested from Probate Court.	Archival records, retain permanently
LG19.4	Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age	Correspondence with Judge about marriages involving persons less than 16 years old.	Retain 2 years
LG19.5	Decedents' Estates, Formal and Informal	Filing of estate papers with Register of Probate, including wills, inventories, etc. This does not include wills deposited for safekeeping only, since these are private property and not public records.	Archival records, retain permanently
LG19.6	Docket Books	Dockets of all Probate Court cases.	Archival records, retain permanently
LG19.7	Miscellaneous Petitions	Petitions for matters not covered by other series, such as authority to handle custody and control of remains.	Archival records, retain permanently
LG19.8a	Notice of Publication - Affidavits	Documentation that notice was published when the law requires this.	Archival records, retain permanently
LG19.8b	Notice of Publication - Newspaper Clippings	Clippings containing published notices.	Retain 1 year
LG19.9	Proceedings Under Rule 81	Proceedings taken to District or Superior Court.	Archival records, retain permanently
LG19.10a	Protective Proceedings, Emergency Child Protective	Cases in which Probate Court is petitioned to provide a guardian or conservator for an emergency child protective situation.	Archival records, retain permanently
LG19.10b	Protective Proceedings, Guardians and Conservators for Individuals for Adults	Cases in which Probate Court is petitioned to provide a guardian or conservator for adult individuals lacking capacity.	Archival records, retain permanently

LG19.10c	Protective Proceedings, Guardians and Conservators for Minor Children	Cases in which Probate Court is petitioned to provide a guardian or conservator for minor children lacking capacity.	Archival records, retain permanently
LG19.11	Recording Information Not Duplicated in Other Series	Books or film of incoming documents.	Archival records, retain permanently
LG19.12	Surrender and Release Filings	Filing in which a birth mother surrenders custody of her child to DHHS or an adoption agency. Confidential only if related to an adoption filed on or after 8/8/1953.	Archival records, retain permanently
LG19.13	Trusts	Trusts filed with Probate Court.	Archival records, retain permanently

Local Government Schedule 20 - District Attorney – REVISION PENDING

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Series	Series Title	Description	Retention
LG20.1	Copies of Court and Law Enforcement Records	Copies of court and law enforcement records.	Destroy when no longer needed
LG20.2	District Attorneys Notes	District Attorneys notes about cases in progress.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series
LG20.3	District Court Cases	All documents related to District Court cases.	1 year after case closed
LG20.4	Extraditions	Extraditions of offenders apprehended in other jurisdictions.	1 year
LG20.5	Harassment Notice Files	Case files for Harassment Notices.	1 year
LG20.6	Juvenile Cases	Cases in which the defendant is a juvenile.	Treat as District Court cases
LG20.7	No Complaint Issued Files	Cases that do not result in a complaint being issued.	1 year
LG20.8	Pleas at Arraignment	Pleas at arraignment.	1 year
LG20.9	Subpoenas, Witness List and Fees	Witness subpoenas, list of witnesses, and fees for subpoenas to be served.	1 year
LG20.10	Superior Court Cases	All documents related to Superior Court cases.	1 year after case closed
LG20.11	URESAs Lists Received from DHHS	Uniform Reciprocal Enforcement of Support Act lists of collections made by DHHS.	1 year