

Department Series Report

10: Health and Human Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
194#:Riverview Psychiatric Center						
Schedule #: 962 73#:Affirmative Action Investigations						
Notes taken during investigation of sexual harrassment of employees by employees. Files include: notes, allegations, and reports, and related correspondence. Keep in agency until offender is seperated plus 2 years.	Paper	9/6/1991	Years 2	No Retention 0	Destroy	Current

Department Series Report

13: Marine Resources

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
188P:Marine Patrol						
Schedule #: 799 13#:Background Investigations and Polygraphs						
Pre-employment background investigation. It is also used to assist in the pre-employment polygraphs when hiring new Marine Patrol Officers. Files include: Background investigation; summary of polygraph test. Keep in agency until termination of employee plus one year.	Paper	11/15/1989	Years 1	No Retention 0	Destroy	Current

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
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801#:Emergency Medical Services

Schedule #: 2030 9:EMS Investigations

Complaints by citizens on EMS personnel and/or services for subsequent convictions or further complaints. SBI records, police reports, interviews, affidavits and related correspondence. The State Bureau of Investigation is the central repository of criminal history record information for the State of Maine. The Bureau provides information to agents and persons authorized by law to receive such information. SBI gathers data and provides statistics on crime in Maine, and maintains all State Police criminal and civil investigative reports.

Paper	7/20/2016	Years	2	Years	18	Destroy	Current
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Keep in Agency 2 years after case closes.

Unless otherwise required by law, records of the Department of Public Safety that are in paper format and subject to one or more of the department's retention schedules are retained in that format unless and until they are converted into digital format, after which conversion the records in paper format may be destroyed. The digital copies of such records are retained for the remainder of the applicable retention period. See 16 M.R.S. § 456-A(4).

Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
222#:State Police						
Schedule #: 1893 78A:Personnel Complaint-Related Records						
Maine State Police Office of Professional Standards (Internal Affairs) personnel complaint-related records. Maine State Police Office of Professional Standards (formerly Internal Affairs) records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigations resulting in a post-investigation disposition of (1) information, (2) exoneration, (3) unfounded, or (4) not sustained, unless any given complaint presents Giglio-related issues. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.	Mixed	12/16/2013	Years 6	No Retention 0	Destroy	Current

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Department Series Report

16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
222#:State Police						
Schedule #: 1893	78B:Personnel Complaint-Related Records - Giglio Aspect					
Maine State Police Office of Professional Standards (Internal Affairs) personnel complaint-related records. Maine State Police Office of Professional Standards (formerly Internal Affairs) -related records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigation that present Giglio-related issues, regardless of the post-investigation disposition of the complaints. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.	Mixed	12/16/2013	Permanent or Indefinite	0	No Retention	0 Destroy Current

Department Series Report

3: Corrections

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
201#:						
Schedule #: 970 15#:Investigative Files						
These files are created when the Department does investigative work such as suicides at county jails, employee wrong-doing etc. Records include: transcripts of interviews, Medical Examiner reports, other reports and related correspondence. Record retention begins once the investigation is concluded/closed.	Digital File	4/29/2021	Years 10	No Retention 0	Destroy	Current

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
71C:Certification							
Schedule #: 1378	2:Sexual, Emotional and Physical Abuse, and Other Convictions						
This schedule is for records that are maintained to ensure Department compliance with Title 20-A §6103, §13020 and §13025. The Certification Office conducts inquiries into allegations of sexual, emotional, and physical abuse against credentialed Maine educators. Items in a record include, but are not limited to, court documents, testimonies, information from schools/victims/etc., resignations, revocations, and related correspondence. Records are to be located within the Office of Technology's designated platform. Time retained is 20 years from last Department action on the file.	Digital File	2/8/2021	Years 20	No Retention	0	Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
389#:Bureau of Human Resources						
Schedule #: 439 24:Employee Personnel Transaction Records						
These records are created by scanning the physical documents into an electronic system (formerly Alchemy, now Docuware). Examples of the records in this series include Human Resource Profile sheets documenting new hires, transfers, promotions, terminations, performance merit increases, etc.	Digital File	4/19/2022	Years 60	No Retention 0	Destroy	Current
