

## Maine Records Schedules to Personnel Records and Employee Disciplinary Records

State Archives website for Records Management: <https://www.maine.gov/sos/arc/records/>

### State Government General Schedule 4, Personnel Records:

<https://www.maine.gov/sos/arc/records/state/GS4Personnel.pdf>

#### Specifically for disciplinary records:

“Retain disciplinary records for up to 5 years. Retention is counted for active service, not calendar time. If an employee leaves State service with active discipline in the file that discipline remains until employee returns or complete file is destroyed. If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.”

Series	Title	Description	Retention
GS4.5	Employee Personnel Records	<p>Records include: applications, salary history, disciplinary records, performance appraisals, job histories, leave authorizations, termination documents, related documents, and correspondence.</p> <p>Retention and management instructions: When an employee transfers to another state agency, the complete personnel folder transfers to the new agency. When an employee terminates (is no longer an employee of State government) the last employing agency will be responsible for retaining employee personnel records for <b>10 years</b> (after termination). If an employee returns within those 10 years, the file becomes reactivated.</p> <p>Note: Retain disciplinary records for up to 5 years. Retention is counted for active service, not calendar time. If an employee leaves State service with active discipline in the file that discipline remains until employee returns or complete file is destroyed. If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.</p>	See Description for Retention Requirements

### Local Government Records Schedule 4 – Personnel Records:

<https://www.maine.gov/sos/arc/records/local/personnel.july2018.pdf>

#### Specifically for Employee Disciplinary Records:

“This record series documents possible discipline of local agency employees. This record series may also be filed in the employee's personnel file. Based upon personnel policies and procedures, discipline may be a verbal reprimand, written reprimand, suspension without pay, demotion, criminal action or termination.”

“60 years after separation unless collective bargaining contract requires that disciplinary documents be destroyed earlier than the contract shall be followed Confidential, (4)”

4.2	Employee Disciplinary Records	This record series documents possible discipline of local agency employees. This record series may also be filed in the employee's personnel file. Based upon personnel policies and procedures, discipline may be a verbal reprimand, written reprimand, suspension without pay, demotion, criminal action or termination.	60 years after separation unless collective bargaining contract requires that disciplinary documents be destroyed earlier than the contract shall be followed Confidential, (4)
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