

Record Retention & Destruction Policy



Town of Readfield, Maine

November 13, 2017

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Section 1.0 Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure records that are no longer needed by the Town of Readfield or are of no value are discarded at the proper time.

This Policy is also for the purpose of aiding employees, boards, committees and commissions of the Town of Readfield in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Section 2.0 Policy

This Policy represents the Town of Readfield's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Section 3.0 Administration

The Secretary of State and Maine State Archives provide the "Rules for Disposition of Local Government Records" as the Retention Schedule that is approved by the State of Maine in the initial maintenance, retention and disposal of physical records for the Town of Readfield, and the retention and disposal of electronic documents (*see Section 5.0*). The Town Clerk is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Town of Readfield; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Section 4.0 Electronic Mail

Electronic mail when received or sent, shall be labeled or sorted in a way that the keeper of the record may delete any transitory files after 90 days. All non-transitory e-mails received or sent shall be kept, archived, and saved as a permanent record of the Town of Readfield.

4.01 Electronic Mail: Not all email needs to be retained, depending on the subject matter.

4.02 Insignificant e-mails; from internal or external sources, that are determined to be insignificant by the recipients may be deleted by the recipient after 90 days. Meanwhile it is suggested to set-up a transitory file or a delete file to move all insignificant e-mails into and then permanently delete the e-mails after 90 days. Insignificant e-mails being: announcements, classes, advertisements, non-responsive e-mails.

4.03 Significant e-mails; from internal or external sources, e-mails that are determined to be significant by the recipients, may never be deleted as they are Town records. All significant e-mails shall be archived by saving them in a non-delete folder or space on the recipient's computer.

Significant e-mails may include but are not limited to conversations with public officials or members of the public relating to town business, response to these e-mails, legal e-mails, any e-mail with value or substance, etc.

4.04 Staff shall not store or transfer Town of Readfield-related e-mail on non-work-related computers accept as necessary or appropriate for Town of Readfield purposes.

4.05 Staff and Select Board members will take care not to send confidential/proprietary Town of Readfield information to outside sources.

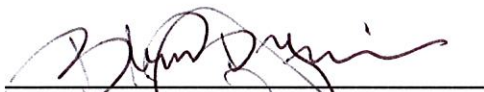
4.06 Any e-mail communication between, sent to, or received by, a Select Board member should be copied to the Town Clerk and will be stored for FOAA requests with the exception of e-mails deemed confidential.

4.07 Staff, Select Board members and board and committee members leaving office should not delete, erase or modify any e-mails if they are in response or contain town business unless all town business e-mails are copied to the Town Clerk/FOAA Officer.

Section 5.0 Suspension of Record Disposal In Event of Litigation or Claims

In the event the Town of Readfield is served with any subpoena, request for documents if any employee becomes aware of a governmental investigation or audit concerning the Town of Readfield, or the commencement of any litigation against or concerning the Town of Readfield, such employee shall inform the Administrator, and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

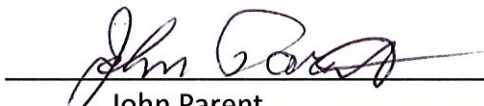
Date approved by the Select Board: November 13, 2017



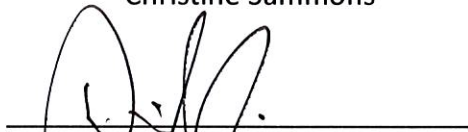
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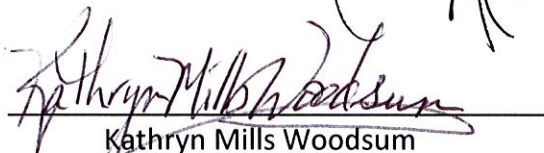
Christine Sammons



John Parent



Dennis Price



Kathryn Mills Woodsum