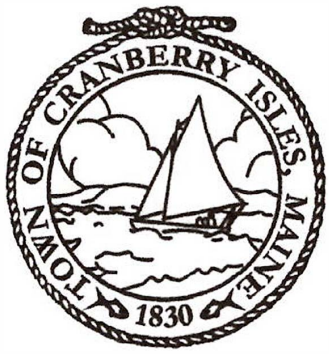
SELECT BOARD
KATELYN DAMON, CHAIR
JANUARY BENNETT
INGRID GAITHER

TOWN CLERK / TREASURER
BENJAMIN SUMNER



ADMINISTRATIVE ASSISTANT
TO THE SELECT BOARD
JAMES FORTUNE

PUBLIC SAFETY COORDINATOR
SHARON MORRELL

Town of Cranberry Isles

Records Retention & Management Policy

Adopted

Purpose

This policy establishes how the Town manages, retains, and disposes of records in a consistent and legally defensible manner. It supports compliance with Maine law, preserves institutional knowledge, and improves public access to information.

Legal Authority

This policy is adopted pursuant to 5 M.R.S. §95-B, the Maine State Archives Local Government Record Retention Schedules (May 2024), and the Maine Freedom of Access Act (FOAA).

The Town adopts the State retention schedules as the minimum standard. Records may be kept longer, but never for a shorter period. Any records not listed shall be treated as permanent unless otherwise approved.

Scope

This policy applies to all Town departments, boards, committees, officials, employees, volunteers, and contractors, and to all record formats including paper, email, text messages, digital files, and social media.

Definition of a Record

A record is any material created or received in the course of Town business, regardless of format. This includes emails, text messages, documents, meeting materials, financial records, permits, and social media content. Duplicate copies should not be retained longer than the official record.

Retention Standards

All records shall be retained in accordance with the Maine State Archives retention schedules. Retention periods apply regardless of format and generally begin when a record is closed. Records may be retained longer when necessary.

Storage and Preservation

Records shall be stored in an organized and accessible manner. Permanent records must be secured and stored in fire-resistant storage when not in use. Digital records must be backed up and maintained for long-term access.

Electronic Records and Communication

Electronic records are subject to the same requirements as paper records. Use of personal devices does not remove records from public record requirements.

Emails, text messages, and social media related to Town business must be retained based on content. Substantive communications must be captured and stored in the Town system.

Destruction of Records

Records may only be destroyed in accordance with approved retention schedules. All destruction must be documented and logged permanently. Records must be destroyed securely.

Legal Holds

No records may be destroyed if subject to a FOAA request, audit, claim, litigation, or investigation. Destruction is suspended until the matter is resolved.

Responsibilities

The Town Clerk serves as custodian of permanent records. Departments and committees maintain their records. The Selectboard provides oversight. All personnel are responsible for preserving records.

Annual Review

The Town shall periodically review records eligible for destruction, confirm no legal hold applies, and document all dispositions.