State Records Retention Requirements – ME



MAINE

Wage and Hour

  Employers are required to keep records of hours worked and wages paid.

Worker Injuries, Health, and Safety:

  No requirements

Other Employment Records:

The Maine State Archive publishes record retention schedules, which include retention schedules for records of State employees. State employees' personnel files must be maintained for 4 years; after which they may be destroyed if the employee has not been rehired by the state. See "General Schedules, for Records Common to Most or All Agencies". Private employers often follow this schedule as well.

Does your state give employees a legal right to examine their own personnel files?

Employees' Rights:

Employees have the right to review and copy personnel files upon written request. Employers must provide one copy of the entire personnel file at no cost to the employee upon request in each calendar year. The employer has 10 days after receipt of the request to provide the opportunity for review of files.

Former Employees' Rights:

  Same as for employees

Covered Employers

  All employers

Citation to Authority – Click link to view statute:

MRSA Title 26 §§ 631	Employee right to view personnel file