MAINE JUDICIAL BRANCH
RECORDS MANAGEMENT IMPLEMENTATION WORKGROUP

Type:	**Workgroup**
Established:	**February 12, 2025**
Chair:	**Matthew E. Pollack, Clerk of the Law Court**
Report Date:	**January 31, 2026**
Reports to:	**State Court Administrator and Supreme Judicial Court**
Completion Date:	**July 1, 2026**

I. Workgroup Mission:

In 2014, a Records Management Implementation Workgroup (RMWG) issued a report recommending a records retention policy for paper records in the courts. This report resulted in the promulgation of an Administrative Order (JB-05-21) on August 29, 2016. In 2018, the Maine Judicial Branch began implementing an electronic case management system (eCMS), and although the majority of court records remain in paper, the quantity of new paper records will diminish as the eCMS is implemented throughout the state and for all case types. The reconstituted Records Management Implementation Workgroup is established to review the recommendations of the 2014 RMWG, secure additional information on the retention of electronic records, and make recommendations for retention of paper and electronic records within the Maine Judicial Branch.

II. Responsibilities:

This Workgroup will review

- the Maine Judicial Branch Records Retention Policy (JB-05-21);
- the report completed by the 2014 Records Management Working Group and related documentation;
- the electronic records retention policies in other states;
- the capacities of electronic record retention in the MJB's current infrastructure; and
- relevant recommendations by the Maine Rules of Electronic Court Systems Working Group.

This Workgroup will make recommendations and make proposals concerning

- the management of paper records;
- the management of electronic records;
- statutory changes, new or amended court rules, and Judicial Branch policy; and

- fiscal impact or needs.

III. Authority:

The Workgroup may seek input, suggestions, and recommendations from individuals and groups within and outside the Judicial Branch and may invite consultants to its meetings as needed, including but not limited to the Maine State Archivist. The Workgroup is authorized to study procedures considered by or in effect in other courts systems, Maine State Archives, the National Center for State Courts, and any other models.

IV. Membership:

The Workgroup shall consist of the following:

- Director of Court Operations;
- Director of Planning, Process, and Services (or designee);
- Chief Information Officer (or designee);
- Director of Legal Affairs and Public Relations (or designee);
- Director of Court Facilities (or designee);
- Matthew Pollack, Executive Clerk of the Supreme Judicial Court;
- Justice Ann Murray of the Superior Court;
- Judge Tracy Gorham of the District Court;
- Justice Wayne Douglas of the Supreme Judicial Court; and
- Tamara Rueda, Clerk

The Workgroup shall be chaired by Matthew Pollack, Executive Clerk of the Maine Supreme Judicial Court.

V. Meetings:

The Workgroup shall meet as often as necessary to complete its responsibilities.

VI. Reporting:

The Workgroup will report to the State Court Administrator periodically as appropriate. The Workgroup shall submit a full report and recommendations to the State Court Administrator and the Chief Justice of the Supreme Judicial Court by January 31, 2026.

VII. Duration:

Unless the Chief Justice extends the charter, the Workgroup will cease to exist on July 1, 2026.

Date: February 12, 2025

Approved by:

/s/
Valerie Stanfill
Chief Justice