

# **The Commonwealth of Massachusetts**

## **Municipal Records Retention Manual**

A Publication of the Supervisor of Records  
and the Records Management Unit



2011 Edition

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Secretary of the Commonwealth

[www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)



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## FOREWORD

City and town government in Massachusetts has given the Commonwealth a proud heritage. Throughout its history Massachusetts local government has performed vital functions in the safeguarding of citizens' constitutional rights, the protection of persons and property, the regulation of business and utilities, the performance of public works, the maintenance of public solvency, and the provision of health, educational, social and recreational services. The knowledge and awareness of this heritage will be ensured by the preservation of the records that document it. The professional management of the local government records of the Commonwealth will safeguard that information which is vital to administrative efficiency, fiscal accountability, the legal rights of citizens and, by no means least, the local history of the Commonwealth. It is to that end that this *Municipal Records Retention Manual* is dedicated.

The professional staff of my office has produced the *Manual* as a guide for local records custodians in the maintenance of records under their care. The *Manual* contains advice and guidance in the development of programs of records management in its major components: the organization of records including the inventorying and appraisal of records; the disposal of records which have become valueless and obsolete; the protection and security of records by means of fire-resistive equipment and procedures to safeguard records against theft and vandalism; and the conservation of records in order to ensure the longevity of the physical integrity of permanent or archival records.

It is my pleasure to present to the cities and towns this *Manual*. Its use will assist the cities and towns in the twin goals of improving management by improving records management, and preserving the vital information of our historic past.

A handwritten signature in black ink, reading "William Francis Galvin". The signature is fluid and cursive, with the first name "William" being the most prominent.

William Francis Galvin  
Secretary of the Commonwealth



## REVISIONS TO THE CURRENT EDITION

This revision of the schedule reflects an effort by the Records Management Unit to simplify the process of municipal records management. Certain schedules were combined, and many had series moved to the updated and expanded *Administration, Personnel and Records in Common* schedule. If you are unable to find a record series once located in a particular schedule, please refer to the Records in Common Schedule, as it will likely be located there.

An appendix that contains copies of relevant bulletins issued by the Supervisor of Records has been added. Additionally, there is now a listing of all records series sorted by retention period.

Please contact the Records Management Unit if you have specific questions regarding your schedule.

A note about the Open Meeting Law (OML). The new OML became effective July 1, 2010, and may be found at MGL c. 30A, §§ 18-25. Revisions to this schedule have been made to reflect new record creation and retention requirements. Please see the Records In Common Schedule (01.070-01.081) for more information.

The new section sets retention requirements for records created by public bodies subject to the OML. Such public bodies may also create records that are not reflected in this section, and should refer to other sections of this schedule for retention requirements regarding those other records.





## HOW TO USE THIS BOOK

This book is created under the authority granted to the Supervisor of Records in the Massachusetts General Laws, Chapter 66, Section 8. This book does not apply to records held by most state governmental entities. Such entities should consult the *Statewide Records Retention Schedule*, or the State Records Conservation Board for more information.

The schedules contained in this book supersede all municipal disposal schedules and records management manuals previously published by the Secretary of the Commonwealth. Municipal government records may be destroyed if such records are “administrative use” records, as defined within the schedules, SPR Bulletins or the Glossary in this book. Destruction of records not labeled “administrative use” may only be destroyed with the advance written consent of the Supervisor of Records.

Any requests for destruction of records made to the Supervisor of Records must be made using the forms contained in this edition. Use of any other schedules or forms subsequent to the publication date may be rejected by the Supervisor of Records or the Records Management Unit.

Any references in this book to the Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) refer to the current edition of each respective law or regulation. Please note that the laws and regulations in this book are not official copies of such law or regulation. Users should consult the official edition of each respective law or regulation for more information. A copy of the CMR may be obtained from the State Bookstore, located in the Massachusetts State House.

It is important to note that this schedule is only a guide, and is not intended to be a comprehensive schedule of all records held by municipal government within the Commonwealth. Record types, retention periods, and the description of records change over time. It is incumbent upon all custodians of records to review the schedules found in this book on a regular basis, and provide amendments to the Supervisor of Records and the Records Management Unit on a regular basis. Any proposed additions, modifications, or deletions to the schedules must be sent to:

Records Management Unit  
Massachusetts Archives at Columbia Point  
220 Morrissey Blvd.  
Boston, MA 02125  
(617) 727-2816

Supervisor of Records  
Public Records Division  
One Ashburton Place, Room 1719  
Boston, Massachusetts 02108  
(617) 727-2832



# **RECORDS MANAGEMENT**

## **Frequently Asked Questions (FAQ)**

### **WHAT IS A PUBLIC RECORD?**

The term “public records” is broadly defined to include “books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any” public employee. For a complete definition, see MGL c. 4, § 7 (26).

### **WHAT IS A HISTORICAL RECORD?**

Records created prior to 1870 are considered to be historical records and may not be destroyed.

### **CAN MUNICIPAL RECORDS BE STORED AT THE STATE ARCHIVES?**

The State Archives is the repository of records that document the activities of state agencies only. Municipalities are responsible for the management, storage, and security of their records pursuant to MGL, c. 66, known as the Public Records Law.

### **HOW CAN I DETERMINE THE AMOUNT OF CUBIC FEET OF MY RECORDS?**

A standard file cabinet drawer is the equivalent of two cubic feet. For more information, see the Cubic Feet Equivalency Chart in this book.

### **MUST I SHRED RECORDS THAT HAVE BEEN APPROVED FOR DESTRUCTION?**

There is no statutory requirement to burn, shred, or pulverize obsolete records. However, there is nothing that prevents you from shredding records provided you have obtained written authorization to dispose of obsolete records from the Supervisor of Records. Government entities are advised to treat the destruction of personal information with great caution.

### **WHAT IS RECORDS DISPOSITION?**

Disposition is the regular and rational process by which records are removed from the office when they are no longer active.

### **MAY I RECYCLE RECORDS THAT HAVE BEEN APPROVED FOR DESTRUCTION?**

Such records may be recycled provided you have obtained written authorization to dispose of obsolete records from the Supervisor of Records.

### **HOW DO I KNOW IF A RECORD IS PUBLIC?**

You may contact the Public Records Division for more information on how to determine whether a record is exempt from public access:

Division of Public Records  
One Ashburton Place, Room 1719  
Boston, MA 02108  
Telephone: (617) 727-2832  
Fax: (617) 727-5914  
[www.sec.state.ma.us/pre/preidx.htm](http://www.sec.state.ma.us/pre/preidx.htm)



## **Introduction and Historical Overview**

### *Introduction*

Many factors have contributed to the dramatic increase in the volume of records output by government offices. As government expands and becomes more complex, so does the creation, maintenance, and preservation of records. The science of records management includes creation, maintenance, and preservation and seeks to assist records custodians in the maintenance and disposal of records.

What is “records management?” It is an administrative plan or function in which records are logically categorized or arranged for easy retrieval, use, and destruction. Where there is records management, there are systematic procedures for the creation, utilization, and disposition of records. These procedures facilitate the rapid and economic retrieval of data for the administration of any organization. The objectives in managing records are to make the records serve the purpose for which they were created as cheaply and effectively as possible, and to make proper disposition of them after they have served their purpose.

### *Historical Overview*

The history of records management services for local government in the Commonwealth may be traced back to an 1884 resolve by the General Court calling for a report on public records. This resulted in the temporary position of a commissioner who surveyed conditions and inventoried records throughout the state. The report, written by Carroll D. Wright, published in 1889, listed records, examined records-keeping techniques, and made specific recommendations for improvement.

The original 1884 resolve was extended in 1889 and led to the issuance of further reports, the creation of a permanent position of Commissioner of Public Records, and the passage of Chapter 333 of 1892. This act was the basis of what has become the current Public Records Law.

The first permanent Commissioner of Public Records was Robert T. Swan, who continued the work Wright had started. Commissioner Swan issued annual reports and established what may have been a firm basis of future concern for public documents.

With the passage of Chapter 3450 of the Acts of 1919, the public records function was relocated in the Office of the Secretary of the Commonwealth. At the same time, the position of Supervisor of Records was created, but the responsibilities for examining the care and custody of public records in towns ceased to have the importance they had under Commissioners Wright and Swan.

In the 1970s, the importance of the state’s role in applying active supervision and providing technical assistance to local government records was at last recognized. By 1974, a local records program was instituted in the Division of Public Records with the creation of a team of records analysts.

The Records Management Team (RMT) undertook a survey of the main business offices in the cities and towns and developed a series of records retention/disposition schedules for municipal departments. By 1978, the RMT had surveyed all 351 municipalities, assessing organization and security, and recommending and requiring proper methods for the arrangement,

storage, preservation, and disposal of municipal records. From 1978 to 1982, follow-up surveys were conducted with a view toward gauging the performance of municipalities in meeting the requirements and recommendations of the initial survey and toward making further recommendations regarding immediate records management needs.

Analysis of the six-year program has shown that there has been a marked improvement in the organization and security of local public records. A large number of cities and towns had constructed new vaults or up-graded existing ones, or acquired class-rated safes and fire-resistive cabinets. Some municipalities restored the physical integrity of their older historical records by undertaking conservation programs. Others have inventoried their records, a vital step in the development of progressive management policies.

### ***Supervisor of Records; On-Going Services***

Although improvements in the management of records across the Commonwealth have been impressive, there remains much room for further advances. The Secretary of the Commonwealth recognizes the need to place competent, professional help at the disposal of local records custodians, and the need to promote a close working relationship with local government in the development of records management programs. In the early 1980s, the Secretary transferred the RMT, known today as the Records Management Unit (RMU), to the Archives Division with a view toward pooling the expertise of records managers and archivists. In this manner, a more informed and effective service can be provided to all agencies of the Commonwealth. The RMU is now a separate section of the Archives Division and continues to carry out the record management responsibilities of the Supervisor of Records.

To assist cities and towns in the establishment of their own records management programs, the Supervisor has authorized the publication of this *Municipal Records Retention Manual*. The *Manual* includes sections on records organization, records disposition, security, and conservation. The *Manual* is intended to serve as both encouragement to municipalities to carry out their responsibilities under Massachusetts General Laws, Chapter 66 and a stimulus for thought and discussion on how records management practices can be improved. It is hoped that records custodians find it a useful, informative, and effective tool in facilitating the vital tasks of government.

## **Inventory and Appraisal**

### ***Inventory***

The basis of any records management program is effective reference and security control of records. The means to establish this control is a thorough records inventory. With the completion of an inventory, the custodian will have definite knowledge of the types of records held, their inclusive dates, volume, the type of information they contain and the location of the records. Once the inventory has been compiled, an annual updating will keep the inventory current. Thenceforth, the inventory can be used in conjunction with the applicable retention schedules to ensure that:

- (a) Departmental records are safely stored and readily available;
- (b) Long-term records are preserved;
- (c) Obsolete records are disposed of properly.

The first step is to appoint a records officer. This person may be the department head, or in the case of larger offices embracing several divisions, a records coordinator. In the case of multi-division offices, representatives from each division should be included in the planning stage of the inventory so that the program can be explained and understood. See, MGL c. 66, § 6 (all governmental entities must appoint a custodian of records).

In conducting the inventory, current records should be examined before non-current records since officials will be more familiar with them. It is important that all records are inventoried; none should be overlooked because of their seeming unimportance or disorganization.

The inventory should proceed in a systematic manner, with information immediately and clearly recorded on a worksheet. Separate worksheets should be completed for every records series. A record series may be defined as a set of records organized or filed in accordance with a single filing system. For example, general correspondence organized in a series of alphabetically arranged folders constitutes a records series. Separate worksheets should also be completed for parts of a single record series found in different locations.

After completing an inventory of the records, worksheets may be arranged alphabetically by title of records series, by location, or in a more complex fashion based on a classification of the records by type. Photocopying the forms will allow for multiple approaches to the organization of the worksheets.

The following inventory worksheet may be useful since it clearly identifies the types of information being sought. Instructions for its use follow and explain the procedures for identifying and describing records.

### ***Appraisal***

With the completion of a records inventory, custodians move on to the next step in their records program, that of appraisal. The appraisal of records is one of the most significant steps in a records program, as it is the point at which definitive judgments are made about the enduring values of records. These judgments will lead to decisions on the retention of the records.

First, consult the retention schedules. If the records series in question is listed, then the custodian need only take action based upon the prescribed retention period. Records the retention period of which has expired may be disposed of in accordance with the procedures listed in this *Manual*.

If the records series in question is not listed on the schedule, then the custodian should be prepared to appraise the material. The appraisal process should be performed by those persons directly responsible for the creation and use of the records. The assistance of the Supervisor of Records or the RMU may be sought as needed.

During appraisal, records possessing one or more of the following values will have recommendations to be preserved permanently, or for a period of time until an event, or until a combination of an event and a time period.

#### 1. Administrative Value

A record possesses administrative value if it helps the office perform essential functions now or in the future. The custodian should ask, "At what point in time will this record cease to be of potential administrative value? Is this administrative value found in any other records which will be retained?"

#### 2. Legal value

A record possesses legal value if it documents a legal right or obligation of a citizen, of the office or of the municipality. A record will lose that value at the point in time when that legal right ceases, or ceases to be enforceable under current law. The official should ask, "At what point in time will this record, or records series, cease to document any enforceable legal rights? Are these rights documented by any other records which will be retained?"

#### 3. Fiscal Value

A record possesses fiscal value if it uniquely documents or verifies the spending or receipt of public monies. Many records lose fiscal value at the point in time when they are audited. The official should ask, "At what point in time will this record, or records series, no longer be needed to document the transfer or payment or encumbrance or other action pertaining to the sending or receipt of public monies? Is that information documented in another record which may be more appropriate to keep?"

When municipal officials have completed their appraisal of a records series based on the foregoing criteria, there still remains one more value to be sought in the records. Consultation with the Supervisor of Records may be particularly appropriate in testing for this value, which can be the most subjective value to verify through the appraisal process.

#### 4. Historical Value

The application of this value is fundamentally a search in the records series for possible cultural values to posterity. Does the records series provide valuable information on persons, events, or subjects? Does the series provide valuable information on the key operations of a significant municipal office? Generally, records that document the



operation, procedures, policies, or organization of municipal government or contain significant factual information will possess historical value. This value, however, also must be tested against such other considerations as the uniqueness of the records, the volume (and consequent preservation and storage costs) of the records, the importance of the information, the accessibility of the information (in light of the volume or understandability or format of the material) and the likelihood that the material will actually be used by future historians or other researchers.

In addition, it is essential to note that state law (MGL, c. 66, § 8) establishes that no public record created prior to 1870 may be destroyed. All such records are considered to have historical value requiring their permanent retention.

Records series may have no significance under any of these values, or they may be established which will satisfy the longest retention period required under any of the values. Permanently valuable records series should be retained under appropriate conditions to ensure their long-term preservation. They should be well identified, available to researchers and given proper preservation treatment (including possible microfilming). Records series with limited retention periods that have not yet been satisfied should receive appropriate care in the interim. Those records should be disposed of at the end of that period. Those records series that can be immediately disposed of should be dealt with in a manner consistent with the procedures set forth in the *Manual* chapter on Records Disposition.



# The Commonwealth of Massachusetts

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Website: [www.sec.state.ma.us](http://www.sec.state.ma.us)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RMU-IW – RECORDS INVENTORY WORKSHEET

1. Department: \_\_\_\_\_ Division: \_\_\_\_\_ Section: \_\_\_\_\_

2. Title of Records Series: \_\_\_\_\_

3. Description of records series (content, purpose, etc.) \_\_\_\_\_

4. Location of records: \_\_\_\_\_

5. Earliest date/latest date: \_\_\_\_\_

6. Volume: \_\_\_\_\_ cu. ft. 7. Annual Accumulation \_\_\_\_\_ cu. ft.

8. Arrangement: ☐ Chronological ☐ Alphabetical by \_\_\_\_\_ ☐ Numerical by \_\_\_\_\_ ☐ Other \_\_\_\_\_

9. Size of records: \_\_\_\_\_ 10. Format of records: ☐ Typewritten ☐ Handwritten ☐ Other: \_\_\_\_\_

11. Reference frequency (insert numbers and circle appropriate words):

\_\_\_\_\_ times - daily, weekly, monthly, yearly, for \_\_\_\_\_ months, years. Never after \_\_\_\_\_

12. Information available elsewhere? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

13. Microfilmed? ☐ Yes ☐ No If yes, explain? \_\_\_\_\_

14. Are records indexed? ☐ Yes ☐ No If yes, identify? \_\_\_\_\_

15. How stored: ☐ Filing cabinets ☐ Shelves ☐ Boxes ☐ Other \_\_\_\_\_

16. Condition of Records? ☐ Good ☐ Poor Explain any problem. \_\_\_\_\_

17. Records on retention schedule?

☐ Yes ☐ No If YES, retention period \_\_\_\_\_ and schedule number. If NO, suggested retention period and justification. \_\_\_\_\_

18. Condition of storage area (security, fireproof, alarms, environment, etc.)?

☐ Good ☐ Poor Explain any problems? \_\_\_\_\_

19. Additional comments: \_\_\_\_\_

20. Name of person completing worksheet: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions for the Use of Records Inventory Worksheet

1. **Department, Division, Section:** This information places the records in their organizational setting. Some departments will have no divisional or sectional breakdowns.
2. **Title of records series:** The series title should be as specific and descriptive as possible. General terms, such as “reports,” “requisitions,” or “correspondence” should be avoided. Examination of the appropriate departmental retention schedules will give examples of various record series titles. For clarity in applying these schedules, the same titles should be used whenever possible.
3. **Description of records series:** This provision is for information on content, purpose, function, creation, use and other information that will clarify the type of data included in the records series.
4. **Location of records:** The location should be given as exactly as possible – including the room, file cabinet, shelf, etc. Use separate worksheets for parts of a records series that are found in different locations.
5. **Earliest date/latest date:** The earliest and latest dates of the records.
6. **Volume:** Measure how much space the records occupy. Use cubic feet as the measure of volume. (See cubic foot equivalency chart in appendix to this section.)
7. **Annual accumulation:** The volume of records created annually.
8. **Arrangement:** Explain how the various records in the series are arranged, whether alphabetically by folder headings, chronologically, numerically, or by some other system.
9. **Size of records:** The width, height, and in cases of bound volumes, thickness.
10. **Format of records:** Are the records handwritten, typewritten, or on magnetic tape, audio tape, etc.?
11. **Reference frequency:** How often are the records consulted? This information is important for establishing the proper retention period for the series.
12. **Information available elsewhere:** Is the same information found in other records series? This is also important for establishing the proper retention period for the series.
13. **Microfilmed:** Have the records been microfilmed? If so, what portion of them? What type of microfilm?
14. **Indexed:** Have the records been indexed? Indicate indexing identification.
15. **How stored:** Identify the types of storage equipment that are used to hold the records.
16. **Condition of records:** Are the records in good or poor condition? Explain any problem in their condition, i.e., mold, acid degeneration, discoloration, water damage, brittleness, insect or rodent infestation or damage, etc.
17. **Records on retention schedule:** Have the records already been scheduled for retention/disposition purposes? If not, the individual completing the worksheet should suggest such a retention period (permanent, destroy after five years, destroy after audit, etc.) and provide a justification for the suggested period. This is not the final retention period that will be established, but only a suggestion based on immediate impressions – a suggestion subject to later revisions.
18. **Condition of storage area:** Is the storage area in good or poor condition? What problems exist (e.g., lack of security, no alarms, not fireproof, high temperature, low humidity, dirt, etc.)?
19. **Additional comments:** This provision is for any additional comments that the person completing the worksheet wishes to make. Any important information not noted on the worksheet? Any significant research or historical value to the records or parts of them?
20. **Name of person completing worksheet; date of inventory:** These provisions are self-explanatory.

## **Records Disposition**

### ***Advantages***

Once records have been inventoried and appraised and a sound, intellectual control has been established over records holdings, it is then possible to develop systematic procedures for the disposal of records that have become obsolete.

The disposal of records in accordance with state records retention schedules will result in the removal of large quantities of obsolete records from among the many records series in each municipal office. The freeing of space and attendant staff time to service records will contribute to significant savings. The savings can be considered annually, as municipal offices will never again be required to maintain those records on which disposal procedures have been enacted. So long as schedules are regularly implemented, the re-accumulation of such records will be prevented.

A well thought out program of records retention and disposition will:

- (a) Ensure that records are kept as long as they are required;
- (b) Result in the destruction of obsolete material;
- (c) Facilitate the rapid retrieval of information;
- (d) Clear space for more productive use and prevent the accumulation of unnecessary records;
- (e) Eliminate potential fire hazards caused by the clutter and over-crowding of obsolete records;
- (f) Effect cost savings by freeing floor space, reducing staff time required to service records and eliminating the need to purchase additional filing equipment to house useless records.

### ***Procedures***

In Massachusetts, all government offices are required to obtain authorization before destroying records. Chapter 66, Section 8 of the General Laws provides for the preservation of the records of the commonwealth, counties, cities, and towns and expressly prohibits the destruction of any records “without the written approval of the Supervisor of Public Records.”

In order to establish a policy for the consistent disposition of local government records, the Supervisor has authorized retention schedules for municipal departments. Each schedule contains a list of the records created or maintained by an office; statutory citations to help clarify the identity of records; and the minimum time period for which records must be retained. Instruction sheets and sample disposal request letters are attached to the front of each schedule. The essential procedure is to submit to the Supervisor a letter (in duplicate) citing the records to be disposed, the inclusive dates of the record, and overall estimated volume to be destroyed. After review for correctness, the Supervisor shall return one approved copy of this letter.



## RECORD RETENTION SCHEDULES

### 01 Records in Common

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR  |
|---------------|--|--|--|
| 01.001        | Abutters List; retention after supercession and 20-day appeal period.  | Retain 1 year  | c. 40A s. 11; c. 41 s. 81T                                 |
| 01.002        | Accounts Payable   | Retain until completion of satisfactory audit.   |  |
| 01.003        | Accounts Receivable  | Retain until completion of satisfactory audit.   |  |
| 01.004        | Administration, Building Plans   | Permanent.   |  |
| 01.005        | Annual Report  | Permanent.   |  |
| 01.006        | Audio Tapes, Hearings  | Retain 1 year following expiration of appeals period.  |  |
| 01.007        | Audio/Visual tape or Digital Recordings, security and surveillance tapes   | Retain 1 month.  |  |
| 01.008        | Audit Report   | Retain 10 years.   | c. 44, s. 39, c. 32 s. 21(1) (c), 840 CMR 25, c. 71 s. 16E |
| 01.009        | Bank Statements  | Retain until completion of satisfactory audit.   |  |
| 01.010        | Bids for Contracts (a) Where no contract is awarded  | Retain 3 years from date of opening.   | c. 30B   |
| 01.011        | Bids for Contracts (b) Where contract is awarded   | Retain with Contract Files.  | c. 30B   |
| 01.012        | Bills Outstanding, Statement of  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.       | c. 41, s. 58   |
| 01.013        | Budget Estimates   | Retain until administrative use ceases. Permission from Supervisor not required for destruction.     | c. 41 s. 59  |
| 01.014        | Cash Books   | Permanent.   |  |
| 01.015        | Check Registers  | Retain 7 years, or until completion of satisfactory audit.   | c. 32, c. 260 s. 2   |
| 01.016        | Checks, cancelled  | Retain 7 years, provided a satisfactory audit has been completed.                                    | c. 41, s. 35   |
| 01.017        | Contract Files – (a) where no debt is issued to pay the contract. Includes documentation of award and performance of contract, original contract, change orders, all related purchase orders, invoices and schedules of bills payable. | Retain until completion of audit of final year of contract and change order payments.                | c. 30B, c. 41, ss. 17, 57, c. 260, ss. 1, 2                |
| 01.018        | Contract Files – (b) where debt is issued to pay the contract. Includes documentation of award and performance of contract, original contract, change orders, all related purchase orders, invoices and schedules of bills payable.    | Retain until completion of audit following year of final payment of all debt related to the project. | c. 30B, c. 41, ss. 17, 57, c. 260, ss. 1, 2                |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR    |
|---------------|---|--|--------------|
| 01.019        | Correspondence (a) Administrative Convenience: Duplicates of correspondence maintained for the convenience of governmental employees in carrying out their duties. Records in this series are not the official file or record copy. Do not apply this series if records fall under a more appropriate record series.  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |              |
| 01.020        | Correspondence (b) General Administrative: General correspondence associated with administrative practices but does not create policy or procedure.   | Retain 3 years.  |              |
| 01.021        | Correspondence (c) Policy Development: Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters.   | Retain 5 years.  |              |
| 01.022        | Correspondence (d) Transitory Messages: Includes messages created primarily to communicate information of short-term value. Examples: messages reminding employees about scheduled meetings or appointments; telephone messages; announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency-sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |              |
| 01.023        | Data Processing Input Forms   | Retain until verification of outputs.  |              |
| 01.024        | Deposits to Treasurer   | Retain until completion of satisfactory audit.   | c. 41, s. 35 |
| 01.025        | Equipment Inventory   | Retain until superseded by next inventory.   |              |
| 01.026        | Equipment Inventory Form  | Retain until superseded.   |              |
| 01.027        | Equipment Loan Report   | Retain until return of equipment.  |              |
| 01.028        | Equipment Maintenance and Repair Records  | Retain 1 year after disposal of equipment.   |              |
| 01.029        | Equipment Warranties  | Retain 1 year after disposal of equipment.   |              |
| 01.030        | Expenditures (estimated)  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 41 s. 60  |
| 01.031        | Incident Reports  | Retain 3 years.  |              |
| 01.032        | Insurance Policies  | Retain 7 years after expiration of policy.   |              |
| 01.033        | Invoice Warrants  | Retain until completion of satisfactory audit.   |              |
| 01.034        | Invoices and Vouchers   | Retain until completion of satisfactory audit unless related to Contract Files.                  |              |



| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR   |
|---------------|--|--|---|
| 01.035        | Licenses and Permits, Applications for   | Retain 1 year after closing or change of owner.  | c. 94 ss. 10A-C, 40, 48A, 65H, 89, 118, 144, 303A, 330B; c. 111 ss. 31A, 59, as amended, 155; c. 114 s. 49, c. 140 ss. 32A, B, F, 51; c. 142 s. 11, S. S. C. , Art IV, VII, X |
| 01.036        | Licenses and Permits, Auctioneers  | Permanent.   | c. 100, s. 2  |
| 01.037        | Licenses and Permits, Billiard Saloons   | Permanent.   | c. 140, ss. 202, 205  |
| 01.038        | Licenses and Permits, Bowling Alleys   | Permanent.   | c. 140, ss. 202, 205  |
| 01.039        | Licenses and Permits, Carousels  | Permanent.   | c. 140, ss. 202, 205  |
| 01.040        | Licenses and Permits, Dog Licenses   | Retain until completion of satisfactory audit. Retain record thereof for 2 years. Permission from Supervisor not required for destruction. | c. 140, ss. 137, 147  |
| 01.041        | Licenses and Permits, Druggist   | Retain 7 years after termination.  | c. 138 ss. 15, 19, 29, 30A  |
| 01.042        | Licenses and Permits, Exhibitions (Firefighting)   | Permanent.   | c. 140, ss. 202, 205  |
| 01.043        | Licenses and Permits, Ferris Wheels  | Permanent.   | s. 140, ss. 202, 205  |
| 01.044        | Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (a) Licenses                                       | Permanent.   | c. 148, s. 13   |
| 01.045        | Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (b) Renewals (certificates of annual registration) | Retain 7 years.  | c. 148, s. 13   |
| 01.046        | Licenses and Permits, Hunting, Fishing, Trapping and Sporting Licenses, Monthly Return of                        | Retain until completion of satisfactory audit.   | c. 131, ss. 12, 13, 18  |
| 01.047        | Licenses and Permits, Inclined Railways  | Permanent.   | c. 140, ss. 202, 205  |
| 01.048        | Licenses and Permits, Inn holder   | Retain 7 years after termination.  | c. 138 s. 12  |
| 01.049        | Licenses and Permits, Junk Collectors  | Permanent.   | c. 140, ss. 202, 205  |
| 01.050        | Licenses and Permits, Junk Dealers   | Permanent.   | c. 140, ss. 202, 205  |
| 01.051        | Licenses and Permits, Kennel Licenses  | Permanent.   | c. 140, s. 137A   |
| 01.052        | Licenses and Permits, License Book   | Permanent.   |   |
| 01.053        | Licenses and Permits, Log Book (where applicable)  | Permanent.   |   |

| <b>Series Number</b> | <b>Description of Record</b>  | <b>Length of Time Required to Retain Record</b>  | <b>MGL / CMR</b>         |
|----------------------|---|--|--------------------------|
| 01.054               | Licenses and Permits, Mobile Home Parks   | Retain 1 year. Annual renewal is required.   | c. 140, 2.32F            |
| 01.055               | Licenses and Permits, Pawnbrokers   | Permanent.   | c. 140, ss. 70, 202, 205 |
| 01.056               | Licenses and Permits, Picnic Groves   | Permanent.   | c. 140, ss. 202, 205     |
| 01.057               | Licenses and Permits, Pool Rooms  | Permanent.   | c. 140, ss. 202, 205     |
| 01.058               | Licenses and Permits, Raffles and Bazaars (a) Applications for  | Permanent.   | c. 271, s. 7A            |
| 01.059               | Licenses and Permits, Raffles and Bazaars (b) Report  | Retain until completion of satisfactory audit.   | c. 271, s. 7A            |
| 01.060               | Licenses and Permits, Record of   | Permanent.   |                          |
| 01.061               | Licenses and Permits, Renewal Affidavit   | Permanent.   | c. 138 s. 16A            |
| 01.062               | Licenses and Permits, Roller Skating Rinks  | Permanent.   | c. 140, ss. 202, 205     |
| 01.063               | Licenses and Permits, Secondhand Articles   | Permanent.   | c. 140, ss. 202, 205     |
| 01.064               | Licenses and Permits, Shellfish   | Permanent.   | c. 130, ss. 51, 53       |
| 01.065               | Licenses and Permits, Stallion Breeding Certificates  | Permanent.   | c. 140, s. 176           |
| 01.066               | Licenses and Permits, Statement of Interest   | Permanent.   | c. 138 s. 15A            |
| 01.067               | Licenses and Permits, Steam-Power Boats for Hire  | Permanent.   | c. 140, s. 192           |
| 01.068               | Licenses and Permits, Stubs   | Retain until completion of satisfactory audit.   |                          |
| 01.069               | Mileage Reports   | Retain until completion of satisfactory audit.   |                          |
| 01.070               | Open Meeting Law: Complaints (Other than Open Meeting Law Complaints). Includes complaints against the public body other than complaints violations of MGL c. 30A, §§18-25.   | Retain 6 months by the public body and thereafter by the normal custodian of the record for the period of retention either set in the Municipal Schedule or as otherwise required by law.  | c. 30A, ss. 18-25        |
| 01.071               | Open Meeting Law: Correspondence. Includes e-mails pertaining to the business of a public body between members of the public body, and between members of the public body and non-members of the public body.                           | Refer to "Correspondence" in this schedule for retention period requirements.  | c. 30A, ss. 18-25        |
| 01.072               | Open Meeting Law: Documents, Exhibits, or Other Records Used by a Public Body. Includes all documents, exhibits, maps or notes or any other record reflected in the meeting minutes of a public body as required by MGL c. 30A, §22(a). | (a) Retain 6 months by the public body and thereafter by the normal custodian of the record for the period of retention either set in the Municipal Schedule or as otherwise required by law. (b) Retain drafts 90 days, unless an Open Meeting Law complaint is filed against the public body, in which case retain all drafts relevant to the complaint until the complaint is resolved. | c. 30A, ss. 18-25        |
| 01.073               | Open Meeting Law: Meeting Agendas. Includes final documents provided to members of the public body listing the topics and order in which topics will be considered.   | Retain 1 year.   | c. 30A, ss. 18-25        |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR         |
|---------------|--|--|-------------------|
| 01.074        | Open Meeting Law: Meeting Minutes. Includes the final version of the minutes of a meeting of a public body after approval by that public body. Also includes drafts of the minutes if substantially different from the final version as approved by the public body.   | Permanent.   | c. 30A, ss. 18-25 |
| 01.075        | Open Meeting Law: Meeting Notices. Includes the final, publicly posted version of all notices for meetings of public bodies.   | Retain 1 year.   | c. 30A, ss. 18-25 |
| 01.076        | Open Meeting Law: Notice to Individuals. Includes notice given to individuals that a public body intends to convene in executive session as that term is defined by MGL c. 30A, §18, for the purpose of discussing the reputation, character, physical condition or mental health of the individual pursuant to MGL c. 30A, §21(a)(1).   | Retain 6 years.  | c. 30A, ss. 18-25 |
| 01.077        | Open Meeting Law: Open Meeting Law Certifications. The Open Meeting Law Certification is a form provided by the Attorney General, which every member of a public body must sign within two weeks of becoming eligible for their position on the public body.   | Retain 6 months from the final day of the member's term of office.                               | c. 30A, ss. 18-25 |
| 01.078        | Open Meeting Law: Open Meeting Law Complaints. Includes complaints filed against the public body for an alleged violation of the Open Meeting Law and any correspondence and supporting materials related to a complaint.  | Retain 3 years.  | c. 30A, ss. 18-25 |
| 01.079        | Open Meeting Law: Recordings of Meetings for Public Television Access. Includes any visual recording of a meeting for the purpose of airing on personal televisions or cable television, whether created at the request of the public body or not, and if maintained by the public body.   | Retain 6 months.   | c. 30A, ss. 18-25 |
| 01.080        | Open Meeting Law: Recordings of Meetings for Use in Drafting Minutes. Includes any audio or visual recording of a meeting by the public body or authorized by the public body. This includes recordings by public bodies to use as an aide in drafting the final version of meeting minutes. This does not include recordings made by persons attending the meeting who wish to record a meeting for their own purposes. | Retain until final minutes are approved or administrative use ceases, whichever occurs later.    | c. 30A, ss. 18-25 |
| 01.081        | Open Meeting Law: Training Materials. Includes educational materials provided to members of public bodies pursuant to MGL c. 30A, §19(b).  | Retain until superseded by new versions of educational materials.                                | c. 30A, ss. 18-25 |
| 01.082        | Payment to Treasurer, Schedule of (copy)   | Retain until completion of satisfactory audit.   | c. 41, s. 50      |
| 01.083        | Payroll Sheets (Departmental)  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 41 s. 42       |

| Series Number | Description of Record                                     | Length of Time Required to Retain Record  | MGL / CMR      |
|---------------|---|---|----------------|
| 01.084        | Payroll, Registers  | Retain until completion of satisfactory audit, provided information is recorded in quarterly report. See Personnel, Payroll, Quarterly Reports (23.21). |                |
| 01.085        | Personnel, (a) Employment Applications (Hired)            | Retain 20 years after termination of employment.  |                |
| 01.086        | Personnel, (b) Employment Applications (Unhired)          | Retain 1 year following filling of position or cancellation of vacancy, whichever is later.   |                |
| 01.087        | Personnel, (c) Earning Records                            | Permanent.  |                |
| 01.088        | Personnel, (d) Personnel Files Other than Earning Records | Retain 20 years after termination of employment.  |                |
| 01.089        | Personnel, Accident Report Forms                          | Retain 3 years.   |                |
| 01.090        | Personnel, Accident Reports (a) Personal Injury           | Retain 7 years.   |                |
| 01.091        | Personnel, Accident Reports (b) Property Damage           | Retain 3 years.   |                |
| 01.092        | Personnel, Appointment Certificates                       | Retain 20 years after termination (personnel file 23.50).   | c. 41, s. 96B  |
| 01.093        | Personnel, Attendance Report                              | Retain for 20 years after termination   |                |
| 01.094        | Personnel, Authorized Leave Report                        | Retain 3 years.   |                |
| 01.095        | Personnel, Civil Service Approvals                        | Retain 20 years after termination   | c. 31, s. 6    |
| 01.096        | Personnel, Civil Service Forms                            | Retain 20 years.  |                |
| 01.097        | Personnel, Court Witness Travel Expense                   | Retain until completion of satisfactory audit.  | c. 262, s. 53B |
| 01.098        | Personnel, Daily Assignment Sheets                        | Retain 3 years.   |                |
| 01.099        | Personnel, Drill Reports                                  | Retain 3 years.   |                |
| 01.100        | Personnel, Earning Reports                                | Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer, otherwise retain 60 years.                                     |                |
| 01.101        | Personnel, Equipment Loan Report (for Long Term Use)      | Retain until return of equipment.   |                |
| 01.102        | Personnel, Group Insurance Reports (Blue Cross etc.)      | Retain 3 years.   |                |
| 01.103        | Personnel, Individual Training Report                     | Retain 7 years after termination of personnel.  |                |
| 01.104        | Personnel, Leave Reports (Authorized)                     | Retain 3 years.   |                |
| 01.105        | Personnel, Overtime Reports                               | Retain 3 years.   | c. 48, s. 58c  |
| 01.106        | Personnel, Payroll Deduction Reports                      | Retain until administrative use ceases if record copy is kept centrally e.g., by Treasurer, otherwise retain until completion of satisfactory audit.    |                |
| 01.107        | Personnel, Payroll, Quarterly Reports                     | Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer. Otherwise, retain 60 years.                                    |                |
| 01.108        | Personnel, Payroll, Weekly, Bi-weekly or Monthly Payroll  | Retain until completion of satisfactory audit provided recorded elsewhere in a summary record. See Payroll, Quarterly Reports.                          |                |
| 01.109        | Personnel, Performance Bonds                              | Retain 7 years.   | c. 268A, s. 17 |
| 01.110        | Personnel, Personnel Files                                | Retain 20 years after termination.  |                |
| 01.111        | Personnel, Sick Leave Reports                             | Retain 3 years.   | c41, s. 111G   |

| <b>Series Number</b> | <b>Description of Record</b>                        | <b>Length of Time Required to Retain Record</b>  | <b>MGL / CMR</b>                     |
|----------------------|---|--|--------------------------------------|
| 01.112               | Personnel, Tax Exemption Certificates               | Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer; otherwise Retain 5 years, provided a satisfactory audit has been completed. | c. 62B, s. 5                         |
| 01.113               | Personnel, Tax Withholding Statements               | Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer; otherwise Retain 5 years, provided a satisfactory audit has been completed. |                                      |
| 01.114               | Personnel, Time Sheets                              | Retain 3 years following completion of satisfactory audit.   | c. 41, s. 42                         |
| 01.115               | Personnel, Training Report for Individual Employees | Retain 1 year if copy is filed in personnel file; otherwise retain 7 years after termination of employee.  |                                      |
| 01.116               | Personnel, Vacation Report                          | Retain 3 years.  | c. 41, s. 111A, c. 48 s. 57          |
| 01.117               | Personnel, Weekly Personnel Report                  | Retain 5 years.  |                                      |
| 01.118               | Physician's Accident Report                         | Retain 7 years.  |                                      |
| 01.119               | Plans (referred to in Decisions)                    | Permanent if not filed with clerk.   |                                      |
| 01.120               | Prison-made Goods, List of                          | Retain until superseded by receipt of new list.  | c. 127, s. 57                        |
| 01.121               | Prison-made Goods, Requisition for                  | Retain until completion of satisfactory audit.   | c. 127 s. 57                         |
| 01.122               | Public Records Request Form                         | Retain 3 years.  |                                      |
| 01.123               | Purchase Orders                                     | Retain until completion of satisfactory audit unless related to Contract Files.  | c. 30B, c. 40 s. 4B, c. 41 s. 103    |
| 01.124               | Purchase Requisitions                               | Retain until completion of satisfactory audit unless related to Contract Files.  |                                      |
| 01.125               | Receipt Book  | Retain until completion of satisfactory audit.   |                                      |
| 01.126               | Receipts  | Retain until completion of satisfactory audit.   |                                      |
| 01.127               | Receipts (estimated annual)                         | Retain until administrative use ceases. Permission from Supervisor not required for destruction.   | c. 41, s. 59                         |
| 01.128               | Receipts for Preceding Year, Notice of              | Retain until completion of satisfactory audit.   | c. 41 s. 54A                         |
| 01.129               | Receipts, Daily                                     | Retain until completion of satisfactory audit.   | c. 41 s. 35                          |
| 01.130               | Receipts, Schedule of                               | Retain until completion of satisfactory audit.   | c. 41 ss. 35, 50                     |
| 01.131               | Reserve Fund Transfer (RFT) Request                 | Retain 1 year, provided satisfactory audit has been completed.   | c. 40, ss. 5, 6                      |
| 01.132               | Retirement Board, Reports to                        | Retain until completion of satisfactory audit.   | c. 32, s. 23                         |
| 01.133               | Schedule of Departmental Payments to Treasurer      | Retain until completion of satisfactory audit.   |                                      |
| 01.134               | Transfer of Funds                                   | Retain until completion of satisfactory audit.   | c. 44, s. 33B                        |
| 01.135               | Travel Expense Reports                              | Retain until completion of satisfactory audit.   |                                      |
| 01.136               | Vendor List   | Retain until administrative use ceases. Permission from Supervisor not required for destruction.   |                                      |
| 01.137               | Vouchers – as approved by department head           | Retain until completion of satisfactory audit unless related to Contract Files.  | c. 32 s. 23(2)(a), c. 41, ss. 50, 55 |

| <b>Series Number</b> | <b>Description of Record</b>  | <b>Length of Time Required to Retain Record</b>  | <b>MGL / CMR</b>          |
|----------------------|---|--|---------------------------|
| 01.138               | Warrants – as signed by select board or the like  | Permanent.   | c. 41, ss. 50, 52, 55, 56 |
| 01.139               | Warrants, Farm Animal, Equipment and Machinery Excise. Form 57FAE-ME  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. | c. 59 ss. 53, 55          |
| 01.140               | Warrants, Various Warrants to Collector. Includes all taxes, excises, betterments, special assessments liens (actual, original, omitted, revised, supplemental, reassessed, apportioned, added to tax, special, recommitted). | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. |                           |
| 01.141               | Work Sheets   | Retain until completion of satisfactory audit.   |                           |

## 02 Accountant/Auditor

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR                   |
|---------------|--|--|-----------------------------|
| 02.001        | Accountant, Appointment of   | Permanent.   | c. 41, s. 55                |
| 02.002        | Accountant, Oath of  | Permanent.   | c. 41, s. 55                |
| 02.003        | Appropriation Statements, Monthly. Form AD 18                                | Retain until completion of satisfactory audit.   | c. 41, s. 58                |
| 02.004        | Appropriation, Notice of Expended  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 41, s. 58                |
| 02.005        | Appropriation, Notice of Transfer  | Retain until completion of satisfactory audit.   | c. 44, s. 33B               |
| 02.006        | Appropriations, Table of Estimated   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 41, s. 60                |
| 02.007        | Assistant, Appointment of  | Permanent.   | c. 41, s. 49A               |
| 02.008        | Assistant, Oath of   | Permanent.   | c. 41, s. 49A               |
| 02.009        | Bills Payable, Schedule of Departmental. Form AD 32, 33                      | Retain until completion of satisfactory audit.   | c. 41, s. 50, 51            |
| 02.010        | Bills Receivable, Schedule of. Form AD 34, 35                                | Retain until completion of satisfactory audit.   | c. 41, s. 50                |
| 02.011        | Cash Book  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 41, s. 57                |
| 02.012        | Cash Sheets, Collector's. Form AD 26   | Retain until completion of satisfactory audit.   | c. 41, s. 57                |
| 02.013        | Creditors, Notice of   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 41, s. 51                |
| 02.014        | Debt Record. Form AD 14  | Retain 7 years after debt retired, provided a satisfactory audit has been completed.             | c. 41, s. 57                |
| 02.015        | Disallowance, Notices of   | Retain until completion of satisfactory audit.   | c. 41, s. 52, 56            |
| 02.016        | Expenses, Report of Estimated  | Permanent.   | c. 44, s. 31A               |
| 02.017        | Journal  | Permanent.   | c. 41, s. 57                |
| 02.018        | Laws, State  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 5, s. 3                  |
| 02.019        | Ledger, Appropriation. Form AD 8   | Retain 10 years.   | c. 41, s. 57                |
| 02.020        | Ledger, Cemetery Trust Fund  | Permanent.   | c. 41, s. 57, c. 114, s. 25 |
| 02.021        | Ledger, Classification. Form ADC 1-48  | Retain 10 years.   | c. 41, s. 57, c. 44, s. 43  |
| 02.022        | Ledger, Debt   | Retain 7 years after debt retired, provided a satisfactory audit has been completed.             | c. 41, s. 57                |
| 02.023        | Ledger, General. Form AD 3, 7  | Retain 10 years.   | c. 44, s. 31A               |
| 02.024        | Ledger, Retirement   | Retain 10 years.   | c. 32, s. 20                |
| 02.025        | Motor Vehicle and Trailer Excise Tax Abatements, Monthly List of. Form AD 73 | Retain until completion of satisfactory audit.   | c. 59, s. 23B, 70A          |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR          |
|---------------|--|--|--------------------|
| 02.026        | Motor Vehicle and Trailer Excise Tax Refunds, Schedule of. Form AD 74  | Retain until completion of satisfactory audit.   | c. 41, s. 50       |
| 02.027        | Payments to Treasurer, Schedule of Collector's. Form AD 7, 8, 397  | Retain until completion of satisfactory audit.   | c. 41, s. 54       |
| 02.028        | Payments to Treasurer, Schedule of Departmental. Form AD 9, 10   | Retain until completion of satisfactory audit.   | c. 41, s. 54       |
| 02.029        | Property Tax Abatements, Monthly List of. Form AD 12   | Retain until completion of satisfactory audit.   | c. 59, s. 23B, 70A |
| 02.030        | Tax Title Accounts. Form CD 1  | Retain until completion of satisfactory audit, after final disposition of account.               | c. 60, s. 50       |
| 02.031        | Taxation, Notice of Amount to be Raised by   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 59, s. 23A      |
| 02.032        | Temporary Officer, Appointment of  | Permanent.   | c. 41, s. 40, 61A  |
| 02.033        | Temporary Officer, Bond for  | Retain 7 years from termination of service.  | c. 41, s. 40, 61A  |
| 02.034        | Temporary Officer, Oath of   | Permanent.   | c. 41, s. 40, 61A  |
| 02.035        | Trail Balance Book   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                    |
| 02.036        | Treasurer's Receipts, Schedule of. Form AD 11  | Retain until completion of satisfactory audit.   | c. 41, s. 50       |
| 02.037        | Vouchers, Schedules of Bills Payable and Payroll, as submitted by departments                                | Retain until completion of satisfactory audit unless related to Contract Files.                  |                    |
| 02.038        | Vouchers. Form AD 19   | Retain until completion of satisfactory audit.   | c. 41, s. 50, 55   |
| 02.039        | Warrants, Bill and Payroll, Form C1, C1, T1, T2, as signed by the select board or the like                   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 41, s. 52, 56   |
| 02.040        | Water Charges Abated, Monthly List of. Form AD 37. Applies to any utility charges (sewer, solid waste etc.). | Retain until completion of satisfactory audit.   | c. 41, ss. 50, 57  |



## 03 Board of Appeals

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR         |
|---------------|--|--|-------------------|
| 03.001        | Applications (a) Appeals   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40A ss. 8, 15  |
| 03.002        | Applications (b) Comprehensive Permits   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40B s. 21      |
| 03.003        | Applications (c) Special Permits   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40B ss. 9, 9A  |
| 03.004        | Applications (d) Variances   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40A s. 10      |
| 03.005        | Appointment of Zoning Administrator  | Permanent.   | c. 40A s. 13      |
| 03.006        | Decisions on (a) Appeals   | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 40A ss. 8, 15  |
| 03.007        | Decisions on (b) Comprehensive Permits   | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 40B s. 21      |
| 03.008        | Decisions on (c) Special Permits   | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 40B ss. 11     |
| 03.009        | Decisions on (d) Variances   | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 40A s. 11      |
| 03.010        | Decisions on (e) Decisions of Zoning Administrator                                     | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 40A s. 13      |
| 03.011        | Notice For Public Hearings (a) Appeals   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40A ss. 11, 15 |
| 03.012        | Notice For Public Hearings (b) Comprehensive Permits                                   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40B s. 21      |
| 03.013        | Notice For Public Hearings (c) Special Permits   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40B ss. 11     |
| 03.014        | Notice For Public Hearings (d) Variances   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40A s. 11, 15  |
| 03.015        | Petty Cash Records   | Retain until completion of satisfactory audit.   | c. 40A s. 11      |
| 03.016        | Rules and Regulations (a) Board of Appeals   | Permanent.   | c. 40A s. 12      |
| 03.017        | Rules and Regulations (b) Board of Appeals Acting as Special Permit Granting Authority | Permanent.   | c. 40A s. 9       |



## 04 Board of Assessors

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR   |
|---------------|--|--|---|
| 04.001        | Abatement under c. 58 s. 8 Assessors' Request for Authorization and Commissioner's Determination; retention following satisfactory audit and completion of all appeals.  | Retain 3 years.  | c. 58 s. 8  |
| 04.002        | Abatement, Applications for. Form 126, 127, 128, 129; retention following satisfactory audit and completion of all appeals.  | Retain 3 years.  | c. 59 ss. 50 and 59, c. 60A ss. 1 and 2, c. 80 s. 5 |
| 04.003        | Abatement, Certificates of. Form 146, 146B, 147; retention following satisfactory audit and completion of all appeals.   | Retain 3 years.  | c. 59 s. 63, c. 60A s. 2                            |
| 04.004        | Abatements, Card Files of  | Retain 3 years.  |   |
| 04.005        | Agricultural or Horticultural and Recreational Land Classification Files, Including Application for Classification (CL-1), Prop. Owners' Acknowledgements (CL-1(61A), CL-1(61B)), Notices of Action (CL-2, CL-7, CL-8, CL-10), Tax Lien (CL-3), Tax Lien Release (CL-9); Certificate of Penalty Tax (CL-6) | Retain for 10 years after following later of audit or final settlement of levy audit.            | c. 61A ss. 6, 8, 9 and c. 61B ss. 3, 6              |
| 04.006        | Alphabetical File  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |   |
| 04.007        | Amended Tax Base Growth Summary (including Tax Base Growth Parcel Listing). Form LA-13A  | Retain 5 years.  | c. 59 s. 21C  |
| 04.008        | Appellate Tax Board (ATB) case files (including all relevant documentation, Petition under Formal Procedure and Petition under Informal Procedure); retention after final settlement.  | Retain 3 years.  | c. 58A ss. 7 and 7A, c. 59 s. 64                    |
| 04.009        | Application for Excise on Farm Animals, Machinery and Equipment. Form FAE-ME   | Retain 3 years.  | c. 59 s. 8A   |
| 04.010        | Assessment/Classification Report. Form LA-4  | Retain 5 years.  | c. 58 ss. 9, 10                                     |
| 04.011        | Assessors' Tax Maps  | Permanent.   |   |
| 04.012        | Authorization to Issue Preliminary Tax Bills   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 23D  |
| 04.013        | Betterments, Card Records of   | Retain for the duration of the apportionment.  | c. 80 s. 13   |
| 04.014        | Building Permits   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |   |
| 04.015        | Certification of Unpaid Betterment Liens. Form 261   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 80 s. 12   |
| 04.016        | Classification Tax Rate Allocation. Form LA-5  | Retain until approval of new tax rate.   | c. 59 s. 21C  |
| 04.017        | Collector's Schedule of Uncollectible Excises. Form 166/380 – MVE/BE   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 60A, ss. 7, 8                                    |
| 04.018        | Cooperative Assessing Agreement  | Retain 7 years following termination of agreement.   | c. 41 s. 30B  |
| 04.019        | County Commissioners' Notification to Assessors  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 35 s. 31   |

| Series Number | Description of Record   | Length of Time Required to Retain Record  | MGL / CMR   |
|---------------|---|---|---|
| 04.020        | Data Processing Input Forms   | Retain until verification of outputs.   |   |
| 04.021        | Deed and Title Abstracts  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.      |   |
| 04.022        | Department of Revenue Directives and Guidelines   | Retain until superseded.  |   |
| 04.023        | Divided Assessment, Notice of   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.        |   |
| 04.024        | Equalized Valuation LA-3 Status Report  | Retain 3 years.   | c. 58 ss. 9 and 10                                    |
| 04.025        | Estimated Growth Report   | Retain 5 years.   | c. 58 ss. 9, 10                                       |
| 04.026        | Exemption, Certificates of  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.        | c. 59 s. 5  |
| 04.027        | Exemptions for Charitable Organizations, Application Files (includes 3ABC and Annual Reports)   | Retain 3 years following audit following final settlement of levy following termination of exemption. | c. 59 s. 5 cl.(3)                                     |
| 04.028        | Exemptions for Persons, Application Files, including Motor Vehicle Excise   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.        | c. 59 s. 5 cl. 17, 22, 37, 41, 42, 43 and c. 60A s. 1 |
| 04.029        | Exemptions, Card Files of   | Retain 3 years.   |   |
| 04.030        | Forest Land Classification Files, Including Application for Classification (CL-1), Prop. Owners' Acknowledgements (CL-1(61), Notices of Action (CL-2, CL-7, CL-8, CL-10), Tax Lien (CL-3), Tax Lien Release (CL-9); Certificate of Penalty Tax (CL-6) | Retain for 10 years after following later of audit or final settlement of levy audit.                 | c. 61   |
| 04.031        | Forms of List. Form 2, 2HF  | Retain 3 years.   | c. 59 ss. 29, 36                                      |
| 04.032        | Geographic (Street) File  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.      |   |
| 04.033        | Income and Expense Statements   | Retain 3 years.   |   |
| 04.034        | Land Court Records  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.      |   |
| 04.035        | List of Tax Bills Which Merit Exemption   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.        | c. 60A s. 1   |
| 04.036        | Minimum Residential Factor Computation Form. Form LA-7  | Retain until approval of new tax rate.  | c. 59 s. 21C  |
| 04.037        | Monthly List of Abatements of Motor Vehicle and Trailer Excise (to Accountant). Form 156  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.        | c. 60A s. 1   |
| 04.038        | Monthly List of Taxes Abated, Real Estate and Personal Property. Form 155   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.        | c. 59 s. 23B  |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR  |
|---------------|--|--|--|
| 04.039        | Municipal Liens and Releases   | Retain 1 year after recording of release.  | c. 59 s. 2B, c. 60 s. 23, c. 61, c. 61A s. 9, c. 61B s. 6, c. 80 s. 12, c. 83 ss. 27 and 29, c. 90B, s. 31 |
| 04.040        | Notice from Collector that Certain Taxes Cannot be Collected. Form 380, 380A | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 71  |
| 04.041        | Notice of Assessment. Form 1   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 29  |
| 04.042        | Notice of Commitment (to Accountant). Form 54                                | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 ss. 53 and 54  |
| 04.043        | Notification of Acceptance (of Section of Chapter, to Commissioner)          | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 5   |
| 04.044        | Notification of Collector's Bond   | Retain until expiration of bond.   | c. 41 s. 20  |
| 04.045        | Office Expense Records   | Retain until completion of satisfactory audit.   |  |
| 04.046        | Omitted and Revised Assessment Report  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 ss. 75, 76   |
| 04.047        | Owners Unknown, Request for Approval to Assess to                            | Retain 1 year after Decree of Foreclosure by Land Court.   | c. 59 s. 11  |
| 04.048        | Personal Property Tax. Form 37S  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 ss. 43 and 44  |
| 04.049        | Pro Forma Recapitulation   | Permanent.   | c. 59 s. 23D   |
| 04.050        | Probate Records  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |  |
| 04.051        | Property History (Street or Legal) Cards                                     | Permanent.   |  |
| 04.052        | Property Record Cards  | Retain until completion of two revaluation cycles.   |  |
| 04.053        | Property Sales Report. Form LA 3   | Retain 3 years.  | c. 58 ss. 9 and 10   |
| 04.054        | Real Estate Subsequently Divided, Notice of Apportionment of Taxes on        | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 78A   |
| 04.055        | Real Estate Tax. Form 38S  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 53 and 55   |
| 04.056        | Records of Abatement. Form 151   | Permanent.   | c. 59 s. 60  |
| 04.057        | Reference Files (including Manuals and Text Books)                           | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |  |
| 04.058        | Refusal to Abate Property Tax, Notice of. Form 135, 135E, 136                | Retain 3 years.  | c. 59 ss. 58A and 63   |
| 04.059        | Reimbursement Records, All Exemptions  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 5   |
| 04.060        | Report of All Exemptions Granted (to Commissioner)                           | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 5   |
| 04.061        | Return to Assessors, Boats Ships and Vessels. Form 2BE-1                     | Retain 3 years.  | c. 59 s. 29  |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                             |
|---------------|---|--|---------------------------------------|
| 04.062        | Sales Questionnaires  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                                       |
| 04.063        | Schedule of Departmental Payments to Treasurer. Form AD-10                                  | Retain until completion of satisfactory audit.   | c. 41 s. 35                           |
| 04.064        | Schedule of Uncollected Motor Vehicle and Trailer Excise Taxes (to Commissioner). Form 386  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 58 s. 8                            |
| 04.065        | Separate Tax Bills, Record of Real Estate Assessments for                                   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   |                                       |
| 04.066        | State and County Taxes, Payment of  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 20                           |
| 04.067        | State Treasurer's Notification to Assessors   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 59 s. 20                           |
| 04.068        | State-owned Land, Commissioner's Notification to Assessors of his Determination of Value of | Retain 5 years.  | c. 58 s. 15                           |
| 04.069        | State-owned Land, Request from Commissioner for Assessors to Notify of Assessed Value of    | Retain 5 years.  | c. 58 s. 15                           |
| 04.070        | Tax Base Growth Summary (including all supporting documentation). Form LA-13                | Retain 5 years.  | c. 59 s. 21C                          |
| 04.071        | Tax Bills, Notifications and Demands (Assessors' copies)                                    | Retain until completion of satisfactory audit.   | c. 60 ss. 3 and 3A, c. 60A s. 1 and 2 |
| 04.072        | Tax Deferral Files  | Retain 1 year following release of lien.   | c. 59 s. 5 cl. 41A                    |
| 04.073        | Tax Rate Recapitulation. Form 31C   | Permanent.   | c. 59 ss. 23, 46                      |
| 04.074        | Total Valuation of All Property. Form LA-2  | Retain until approval of new tax rate.   | c. 59 c. 21C                          |
| 04.075        | Uncollectible Taxes, Certification of Abatement. Form 166                                   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 58 s. 8                            |
| 04.076        | Valuation Lists, (a) Motor Vehicle and Trailer  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.   | c. 60A s. 1                           |
| 04.077        | Valuation Lists, (b) all but Motor Vehicle and Trailer                                      | Permanent.   | c. 59 ss. 44, 52                      |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR   |
|---------------|--|--|---|
| 04.078        | Water and Sewer, Unpaid Lien Added to Taxes. Applies to all license added to a tax, e.g., municipal charges, fines, water, solid waste, sewer, demolition, light plant, etc. | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. | c. 40, ss. 42D, 58, c. 40U, s. 12; c. 44, s. 28C(f); c. 83, s. 16B; c. 111, s. 125; c. 111, s. 127B; c. 139, s. 3A; c. 143, s. 9; c. 148, s. 5; c. 164, s. 58C; c. 41 ss. 69A, 69B, c. 59 s. 53 |





## 05 Board of Health

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR   |
|---------------|--|--|---|
| 05.001        | Animal Inspector, Records of Inspection by                               | Permanent.   | c. 129 .25  |
| 05.002        | Animal, Certificate of Healthy Condition; retention by Animal Inspector. | Permanent.   | c. 129 s. 20  |
| 05.003        | Animal, Notice of Quarantine of Domestic; retention by Animal inspector. | Permanent.   | c. 129 ss. 21, 22, 24   |
| 05.004        | Building Report - Animal Inspector to Director                           | Retain 1 year, provided copy recorded permanently in records of Animal Inspector.                                    | c. 129 s. 23  |
| 05.005        | Burial or Removal Permit. Form R-309                                     | Permanent.   | c. 114 ss. 45, 46   |
| 05.006        | Cemeteries, Approval of Public (including plans thereof)                 | Permanent.   | c. 114 s. 34  |
| 05.007        | Communicable Disease among Animals, Notice of                            | Permanent.   | c. 129 s. 28  |
| 05.008        | Communicable Disease History Sheet                                       | Retain 3 years following inactive status.  |   |
| 05.009        | Communicable Disease, Notice of Carcass Infected with                    | Permanent.   | c. 94 s. 146  |
| 05.010        | Communicable Disease, Records of (ledger)                                | Permanent.   | c. 111 s. 113   |
| 05.011        | Communicable Disease, Weekly Report of Deaths                            | Permanent.   | c. 111 s. 29  |
| 05.012        | Contacts with Living Patients  | Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years. |   |
| 05.013        | Deceased Contacts, Records of  | Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years. |   |
| 05.014        | Deceased Patients, Records of  | Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years. |   |
| 05.015        | Dental Examination Records   | Retain 1 year after inactive status.   |   |
| 05.016        | Direct Patient Care Service, Records of (including Primary Care Center)  | Retain 30 years.   |   |
| 05.017        | Food Establishments and Bakeries, Floor Plans of                         | Retain 1 year after closing or change of owner.  | S. S. C., Art. X; c. 129 s. 9M  |
| 05.018        | Health Assessments   | Retain 1 year after referral to physician or inactive status.  |   |
| 05.019        | Immunization, Records of (excluding Influenza, see below)                | Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years. |   |
| 05.020        | Index Cards  | Retain 30 years.   |   |
| 05.021        | Influenza Immunization, Records of                                       | Retain 7 years, unless regulated by other statutory requirements.  |   |
| 05.022        | Inspection Reports   | Retain until superseded by subsequent report.  | c. 94 ss. 10C, 16K, 36, 67, 249A, 305C; c. 111 ss. 127A-J, 128C; c. 130 s. 81; c. 140 s. 32B; S. S. C., Art. VI, VII, X |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR  |
|---------------|--|--|--|
| 05.023        | Living Contacts of Deceased Patients, Records of   | Retain 7 years.  |  |
| 05.024        | Milk Inspector, Records of   | Permanent.   | c. 94 s. 35  |
| 05.025        | Noisome Trades, Assignment of Place for (approved plan must exist with a letter and map)                       | Permanent.   | c. 111 s. 143  |
| 05.026        | Nuisance, Notice/Order to Abate  | Retain 1 year.   | c. 111 s. 122 (et seq.)  |
| 05.027        | Occupancy, Certificate of  | Retain until next certificate is issued.   |  |
| 05.028        | Physicians' Orders   | Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years. |  |
| 05.029        | Reports from Hospitals and Clinics   | Retain 7 years.  |  |
| 05.030        | Rules and Regulations  | Permanent.   | c. 111 s. 31 (et passim)   |
| 05.031        | Sanitary Landfill, Assignment of Plans for   | Permanent.   |  |
| 05.032        | Sanitary Landfill, Plan for  | Permanent.   |  |
| 05.033        | School Health Records  | Retain 5 years after graduation or departure from school system.   |  |
| 05.034        | Screening, Records of (including tuberculosis, lead poisoning, and related testing programs) (a) Positive Test | Retain 1 year after referral to physician or inactive status.  |  |
| 05.035        | Screening, Records of (including tuberculosis, lead poisoning, and related testing programs) (b) Negative Test | Retain until administrative use ceases. Permission from Supervisor not required for destruction.                     |  |
| 05.036        | Slaughter House, Approval of Operation of  | Permanent.   | c. 111 s. 151  |
| 05.037        | Subdivision Plan to Planning Board, Report of Definitive   | Permanent.   | c. 41 s. 81U   |
| 05.038        | Subdivision Plan, Definitive   | Permanent.   | c. 41 s. 81U   |
| 05.039        | Subdivision Plan, Notice of Approval/Disapproval   | Permanent.   | c. 41 s. 81S   |
| 05.040        | Subdivision Plan, Preliminary  | Permanent.   | c. 41 s. 81S   |
| 05.041        | Subsurface Sewer Disposal System   | Retain until new system is installed.  | Environmental Quality Engineering (EQEE) Title V                     |
| 05.042        | Subsurface Sewer Disposal System, Inspection Report Records  | Retain until new system is installed.  | Environmental Quality Engineering; Environmental Code (EQEE) Title V |
| 05.043        | Veterans, Affidavit Relative to Burial   | Retain 1 year.   | c. 114 s. 46A  |
| 05.044        | Well Child Clinic, Records of (including preschool immunization)   | Retain until child reaches age 21.   |  |

## 06 Building Inspector

| Series Number | Description of Record  | Length of Time Required to Retain Record                                       | MGL / CMR    |
|---------------|--|--|--------------|
| 06.001        | Application for Permits (a) Building: record all permits in permanent log.   | Retain for life of building.   | c. 143 s. 3  |
| 06.002        | Application for Permits (b) Electrical Wiring; record all permits in permanent log.  | Retain 7 years.  | c. 143 s. 3L |
| 06.003        | Application for Permits (c) Elevator and Escalator; record all permits in permanent log.   | Retain 7 years.  |              |
| 06.004        | Application for Permits (d) Erect, Alter or Repair; record all permits in permanent log.   | Retain for life of building.   |              |
| 06.005        | Application for Permits (e) Gas Fitting; record all permits in permanent log.  | Retain 7 years.  | c. 143 s. 3N |
| 06.006        | Application for Permits (f) Plumbing Work; record all permits in permanent log.  | Retain 7 years.  |              |
| 06.007        | Application for Permits (g) Signs; record all permits in permanent log.  | Retain for life of installation.   |              |
| 06.008        | Application for Permits (h) Swimming Pool; record all permits in permanent log.  | Retain for life of installation.   |              |
| 06.009        | Audit account form   | Permanent.   |              |
| 06.010        | Elevator and Escalator Inspection Records (a) Plans for Installation or Alteration   | Retain 7 years.  | c. 143 s. 62 |
| 06.011        | Elevator and Escalator Inspection Records (b) Specifications   | Retain 3 years.  |              |
| 06.012        | Elevator and Escalator Inspection Records (c) Certificate of Approval  | Retain until superseded.   | c. 143 s. 63 |
| 06.013        | Elevator and Escalator Inspection Records (d) Inspection Reports   | Retain until superseded provided Certificate of Approval is granted.           | c. 143 s. 64 |
| 06.014        | Elevator and Escalator Inspection Records (e) Certificate or Notice as to Safety and Construction  | Retain until superseded.   | c. 143 s. 65 |
| 06.015        | Elevator and Escalator Inspection Records (f) Reports as to Unsafe Conditions and Accidents; Accident Reports; Receipts for Accident Reports | Retain 7 years after abatement.  | c. 143 s. 66 |
| 06.016        | Equipment Records  | Retain 7 years.  |              |
| 06.017        | Inspection Certificates (a) Egress   | Retain for life of building.   |              |
| 06.018        | Inspection Certificates (b) Occupancy  | Retain for life of building.   |              |
| 06.019        | Inspection Certificates (c) Other: Building, Elevator and Escalator, Gas Fitting, Plumbing and Wiring, etc.                                  | Retain until superseded.   |              |
| 06.020        | Notices (a) To Affix Street Numbers  | Retain 7 years.  |              |
| 06.021        | Notices (b) Building in Dangerous Condition  | Retain for life of building or 7 years after abandonment, whichever is sooner. |              |
| 06.022        | Notices (c) To Cease and Desist Illegal Work   | Retain 7 years after abatement.  |              |
| 06.023        | Notices (d) Violation  | Retain 1 year.   |              |
| 06.024        | Permit Log   | Permanent.   |              |
| 06.025        | Petty Cash Records   | Retain until completion of satisfactory audit.                                 |              |
| 06.026        | Plans and Specifications (a) Plans of Buildings with Public Access   | Permanent.   |              |
| 06.027        | Plans and Specifications (b) Plans of Private Dwellings  | Retain for life of building.   |              |

| Series Number | Description of Record  | Length of Time Required to Retain Record     | MGL / CMR         |
|---------------|--|--|-------------------|
| 06.028        | Plans and Specifications (c) Specifications  | Retain 7 years after completion of building. |                   |
| 06.029        | Plans and Specifications (d) Plans and Specifications of Buildings Included in the State Register of Historic Places, or Eligible for Inclusion. Please call the Mass. Historical Commission (617-727-8470) where clarification is needed. | Permanent.                                   | c. 9 ss. 26C, 27C |
| 06.030        | Retired Vehicle Records  | Retain 1 year after retirement of vehicle.   |                   |
| 06.031        | Sick Leave Reports   | Retain 3 years.                              |                   |
| 06.032        | Special Investigation Records  | Retain 7 years.                              |                   |
| 06.033        | Waiver of Code Regulation  | Retain for life of building.                 |                   |

## 07 City and Town Clerks

| Series Number | Description of Record   | Length of Time Required to Retain Record  | MGL / CMR                  |
|---------------|---|---|----------------------------|
| 07.001        | Assignment, Creditors, Benefit of   | Retain 7 years following dissolution of trust.  | c. 203, s. 41              |
| 07.002        | Assignment, Fenceviewers  | Permanent.  | c. 49, s. 6                |
| 07.003        | Assignment, Wage  | Permanent.  | c. 154, s. 2               |
| 07.004        | Bonds, Blasting   | Retain 5 years from expiration date.  | c. 148, s. 19              |
| 07.005        | Bonds, City/Town Clerk  | Retain 7 years from expiration date.  | c. 41, s. 13A              |
| 07.006        | Bonds, Constable  | Retain 5 years from expiration date.  | c. 41, s. 92B              |
| 07.007        | Bonds, Fireworks, Manufacture of  | Retain 5 years from expiration date.  | c. 148, s. 40              |
| 07.008        | Bonds, Performance  | Retain 7 years from expiration date.  | c. 41, s. 13               |
| 07.009        | Bonds, Shooting Gallery License, Applicant for  | Retain 5 years from expiration date.  | c. 140, s. 56A             |
| 07.010        | Bulky Goods, Attachment of  | Permanent.  | c. 223, s. 50              |
| 07.011        | Business Notices, Certificate   | Retain 5 years.   | c. 110, s. 5               |
| 07.012        | Business Notices, Discontinuance, Change of Address, etc., Notice of                    | Retain 5 years.   | c. 110, s. 5               |
| 07.013        | By-Laws (including written approval of Attorney General"                                | Permanent.  | c. 40, s. 32               |
| 07.014        | Census, Annual Town   | Retain 1 year or after publication of Street List, whichever is later. Permission from Supervisor not required for destruction. | c. 51, ss. 4, 6            |
| 07.015        | Charters, Adoption, Certificate of  | Permanent.  | c. 43B, s. 12              |
| 07.016        | Charters, Adoption, Petition of   | Retain 1 year following election.   | c. 43B, s. 3               |
| 07.017        | Charters, Final Report  | Permanent.  | c. 43B, ss. 9, 11          |
| 07.018        | Charters, Nomination Papers (Charter Commission)  | Retain 1 year.  | c. 43B, s. 5               |
| 07.019        | Charters, Organization, Notice of   | Retain 60 days following election at which proposed charter, revision, or amendment is approved.                                | c. 43B, s. 7               |
| 07.020        | Charters, Preliminary Report  | Permanent.  | c. 43B, s. 9               |
| 07.021        | Charters, Receipts and Expenditures, Account of   | Retain 1 year following adoption of charter.  | c. 43B, s. 8               |
| 07.022        | Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (a) Pre-1920 Records       | Permanent.  |                            |
| 07.023        | Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (b) Records from 1920-1958 | Retain until administrative use ceases. Permission from Supervisor not required for destruction.                                |                            |
| 07.024        | Chattel Mortgages, Uniform Commercial Code (UCC) (all filings)                          | Retain 6 years, or 1 year following date of lapse. Permission from Supervisor not required for destruction.                     | c. 106, s. 9-403, to 9-408 |
| 07.025        | Church Records  | Permanent.  | c. 66, s. 17               |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                     |
|---------------|---|--|-------------------------------|
| 07.026        | Claims of Payment   | Retain 7 years.  | c. 149, s. 29                 |
| 07.027        | Condensed Financial Returns   | Retain 6 years.  | c. 164, s. 84A c. 166, s. 12A |
| 07.028        | Conflict of Interest Statements   | Retain 7 years or following termination of employment, whichever date is later.  | c. 268A, ss. 20, 24           |
| 07.029        | Debt, Statements of, Public Works, Labor and Material used in                                       | Retain 7 years.  | c. 149, s. 28                 |
| 07.030        | Debt, Statements of, Railroad, Work performed for   | Retain 7 years.  | c. 159, s. 99                 |
| 07.031        | Declarations of Trust   | Permanent.   | c. 182, s. 2                  |
| 07.032        | Deeds (Cemetery Lots)   | Permanent.   | c. 114, s. 24                 |
| 07.033        | Dog Owners, Annual List of  | Retain 1 year. Permission from Supervisor not required for destruction.  | c. 140, s. 150                |
| 07.034        | Elections, Absentee Ballots, Applications and Envelopes for   | Retain 30 days following the election (if no appeals are pending). Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.  | c. 54, ss. 89, 91             |
| 07.035        | Elections, Ballots, Regular and Absentee  | Retain 30 days following the election (if no appeals are pending). Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.  | c. 54, ss. 134, 135, 135A     |
| 07.036        | Elections, Board of Registrars, Minutes of  | Permanent.   | c. 51, s. 23                  |
| 07.037        | Elections, Campaign Finance Statements. Form CPF M 102  | Retain records required to be filed with the clerk until December 31 <sup>st</sup> of the sixth year following the relevant election. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction. | c. 55, s. 26                  |
| 07.038        | Elections, Central Voter Registration System Acknowledgement Notice - Federal office candidates     | Retain 3 years.  |                               |
| 07.039        | Elections, Central Voter Registration System Acknowledgement Notice - non-Federal office candidates | Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.  |                               |
| 07.040        | Elections, Central Voter Registration System Affirmation of Current Residence                       | Retain 3 years. Permission from Supervisor not required for destruction.   | 950 CMR 52, 53.00, 54.00      |
| 07.041        | Elections, Central Voter Registration System Confirmation Notice - Federal office candidates        | Retain 3 years.  | c. 51, s. 37                  |
| 07.042        | Elections, Central Voter Registration System Confirmation Notice - non-Federal office candidates    | Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.  | c. 51, s. 37                  |
| 07.043        | Elections, Central Voter Registration System Final Notice of Removal - Federal office candidates    | Retain 3 years.  | c. 51, s. 37A                 |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR         |
|---------------|--|--|-------------------|
| 07.044        | Elections, Central Voter Registration System Final Notice of Removal - non-Federal office candidates   | Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.  | c. 51, s. 37A     |
| 07.045        | Elections, Claim to Office, Statement of   | Retain until withdrawal of claim or final adjudication of contest. Permission from Supervisor not required for destruction.  | c. 54, s. 134     |
| 07.046        | Elections, Declaration of Intention to Contest Election  | Retain until withdrawal of claim or final adjudication of contest. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.  | c. 54, s. 134     |
| 07.047        | Elections, Electronic Vote Tabulation Records for federal elections (removable storage devices from electronic vote tabulators such as OPTECH, VTOMATIC, DATABOTE, ACCU-VOTE and EAGLE). | Retain intact for 22 months or retain for 22 months hardcopy output ("results tape") and the electronic record of the programmable storage device. Retain the electronic program used to read centralized counting devices, if the results from several devices are synthesized in a consolidated report. It is the municipal clerk's responsibility to see that this material is retained and properly disposed of when it is in the physical custody of a vendor. Permission from Supervisor not required for destruction. |                   |
| 07.048        | Elections, Electronic Vote Tabulation Records for state elections (removable storage devices from electronic vote tabulators such as OPTECH, VTOMATIC, DATABOTE, ACCU-VOTE and EAGLE).   | Retain intact for 30 days following election (if no appeals are pending). It is the municipal clerk's responsibility to see that this material is retained and properly disposed of when it is in the physical custody of a vendor. Permission from Supervisor not required for destruction.   |                   |
| 07.049        | Elections, Initiative Petition (Local Election) - Federal  | Retain 3 years.  | c. 53, s. 22A     |
| 07.050        | Elections, Initiative Petition (Local Election) - non-Federal  | Retain 1 year.   | c. 53, s. 22A     |
| 07.051        | Elections, Nomination Papers - Federal   | Retain 3 years.  | c. 53, ss. 9, 16  |
| 07.052        | Elections, Nomination Papers - non-Federal   | Retain 1 year.   | c. 53, ss. 9, 16  |
| 07.053        | Elections, Nomination, Certificate of - Federal  | Retain 3 years.  | c. 53, ss. 9, 16  |
| 07.054        | Elections, Nomination, Certificate of - non-Federal  | Retain 1 year.   | c. 53, ss. 9, 16  |
| 07.055        | Elections, Nomination, Certificate of Objection to - Federal   | Retain 3 year.   | c. 53, ss. 11, 16 |
| 07.056        | Elections, Nomination, Certificate of Objection to - non-Federal   | Retain 1 year.   | c. 53, ss. 11, 16 |
| 07.057        | Elections, Nomination, Certificate of Withdrawal from - Federal  | Retain 3 years.  | c. 53, ss. 13, 16 |
| 07.058        | Elections, Nomination, Certificate of Withdrawal from - non-Federal  | Retain 1 year.   | c. 53, ss. 13, 16 |
| 07.059        | Elections, Party Enrollment  | Retain 5 years after supersession or 2 years after removal from voting list, which ever comes first. Permission from Supervisor not required for destruction.  | c. 53, s. 38      |
| 07.060        | Elections, Political Committee, List of Officers and Members of (City, Ward, Town)   | Retain 5 years. Permission from Supervisor not required for destruction.   | c. 52, s. 5       |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR                   |
|---------------|--|--|-----------------------------|
| 07.061        | Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a)<br>Candidate's political committee                           | Retain records required to be filed with the clerk until December 31 <sup>st</sup> of the sixth year following the relevant election.  | c. 55, ss. 5, 26            |
| 07.062        | Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a)<br>Candidate's political committee                           | Retain records required to be filed with the clerk until December 31 <sup>st</sup> of the sixth year following the relevant election.  | c. 55, ss. 5, 26            |
| 07.063        | Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (b)<br>Committees other than those authorized by a candidate     | Retain 3 years.  | c. 55, ss. 5, 26            |
| 07.064        | Elections, Recount, Petition and Statement for   | Retain 30 days following election, if no appeals pending. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction. | c. 54, s. 135               |
| 07.065        | Elections, Register of Voters, Affidavit of  | Retain 2 years after cancelled registration.   | c. 51, ss. 36, 41, 44       |
| 07.066        | Elections, Register of Voters, Annual  | Permanent.   | c. 51, s. 37                |
| 07.067        | Elections, Register of Voters, General   | Permanent.   | c. 51, s. 36                |
| 07.068        | Elections, Supplementary Registration, Certificates of   | Retain 3 years. Permission from Supervisor not required for destruction.   | c. 51, s. 51                |
| 07.069        | Elections, Tally Sheets  | Retain 3 years. Permission from Supervisor not required for destruction.   | c. 54, ss. 59, 105          |
| 07.070        | Elections, Voter Check-Off List  | Retain 2 years. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.   | c. 54, s. 109               |
| 07.071        | Elections, Voter Registration, Affidavit of, Non-Resident  | Retain 30 days following next state election. Records of election in which candidates for Federal office participate must be kept for 22 months following the election.  | c. 567, Act of 1989         |
| 07.072        | Elections, Voting List, Certificate of Omission from   | Retain 3 years after cancellation of registration. Permission from Supervisor not required for destruction.  | c. 51, s. 59                |
| 07.073        | Federal Tax Liens (including Certificates of Discharge, Release)   | Retain 1 year following discharge of lien.   | c. 255, s. 39B              |
| 07.074        | Initiative Petition (Sale of Liquor in Taverns)  | Retain 30 days following election. Permission from Supervisor not required for destruction.  | c. 138, s. 11A              |
| 07.075        | Inventory and Bond ("Closing Out" and similar sale)  | Retain 3 years.  | c. 93, s. 28A               |
| 07.076        | Jury List  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.   | c. 234, ss. 5, 9            |
| 07.077        | Jury Selection List (a) Numbered Resident List; Numbered Resident File; Random Number List; Typewritten List of Randomly Selected Jurors | Retain until the end of the calendar year following the year in which records were prepared. Permission from Supervisor not required for destruction.  | c. 234A, ss. 10, 11, 13, 14 |
| 07.078        | Jury Selection List (b) Prospective Juror List   | Retain 7 years. Permission from Supervisor not required for destruction.   | c. 234A, s. 15              |
| 07.079        | Low Lands; Petition, Order for Road to   | Permanent.   | c. 252, s. 221              |
| 07.080        | Oaths, Office  | Permanent.   |                             |



| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR         |
|---------------|---|--|-------------------|
| 07.081        | Oaths, Public Records   | Permanent.   | c. 66, s. 14      |
| 07.082        | Ordinances  | Permanent.   | c. 43, s. 18      |
| 07.083        | Performance Certificates  | Retain 7 years or following termination of employment, whichever date is later.                  | c. 268A, s. 18    |
| 07.084        | Persons Sworn, Record of  | Permanent.   | c. 41, s. 15      |
| 07.085        | Planning Board, Plans and Records   | Permanent.   | c. 41, s. 81A     |
| 07.086        | Planning Board, Subdivision Control Records, Preliminary and Definitive   | Permanent.   | c. 41, s. 81      |
| 07.087        | Planning Board, Subdivision Control, Rules and Regulations Relevant to  | Permanent.   | c. 41, s. 81Q     |
| 07.088        | Planning Board, Subdivision Plan, Definitive, Notice of Submission Relative to  | Permanent.   | c. 41, s. 81T     |
| 07.089        | Planning Board, Subdivision Plan, Definitive, Relative to Certificate of Action   | Permanent.   | c. 41, s. 81U     |
| 07.090        | Planning Board, Subdivision Plan, Notice of Actions Relevant to   | Permanent.   | c. 41, s. 81P     |
| 07.091        | Planning Board, Subdivision Plan, Preliminary, Notice of Actions Relative to  | Permanent.   | c. 41, s. 81S     |
| 07.092        | Planning Board, Subdivision Plan, Preliminary, Notice of Submission   | Permanent.   | c. 41, s. 81S     |
| 07.093        | Pole, Wire, Conduit Locations, Orders for, Electricity in Public Ways, Transmission of (from Alderman, Councilors, Selectmen) | Permanent.   | c. 166, s. 22     |
| 07.094        | Pole, Wire, Conduit Locations, Orders for, Electricity, Transmission of (From State Dept. of Public Utilities)                | Permanent.   | c. 166, s. 28     |
| 07.095        | Pole, Wire, Conduit Locations, Orders for, Gas Mains, Connecting Locations for (From State Dept. of Public Utilities)         | Permanent.   | c. 164, s. 70A    |
| 07.096        | Pole, Wire, Conduit Locations, Orders for, Light and Power Lines in State Forests (from State Dept. of Public Utilities)      | Permanent.   | c. 132, s. 34A    |
| 07.097        | Pole, Wire, Conduit Locations, Orders for, Poles, Wires, Cables, etc. (from Metropolitan District Commission) (MDC)           | Permanent.   | c. 92, s. 46      |
| 07.098        | Proprietor's Records  | Permanent.   | c. 66, s. 7 c.    |
| 07.099        | Public Market, Petition for   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 40, s. 10      |
| 07.100        | Public Ways, Appeal, Notice of (Change in Name of Public Way)   | Retain 1 year from date of hearing.  | c. 85, s. 3       |
| 07.101        | Public Ways, Board of Survey, Plans Submitted to  | Permanent.   | c. 41, s. 74      |
| 07.102        | Public Ways, Injury, Notice of  | Retain 5 years.  | c. 84, ss. 18, 19 |
| 07.103        | Public Ways, Layouts/Alterations/Discontinuations, Record of  | Permanent.   | c. 82, s. 23      |
| 07.104        | Railroads, Notice of Intention to Claim Right of Action for Materials and Labor Furnished to                                  | Retain 7 years.  | c. 159, s. 98     |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                     |
|---------------|---|--|-------------------------------|
| 07.105        | Registration, Certificates of, Architecture Certificate of Registration (Notice of Revocation)              | Permanent.   | c. 112, s. 60H                |
| 07.106        | Registration, Certificates of, Electrolysis Certificate of Registration                                     | Permanent.   | c. 112, s. 87EEE              |
| 07.107        | Registration, Certificates of, Medicine Certificate of Registration   | Permanent.   | c. 112, s. 8                  |
| 07.108        | Registration, Certificates of, Optometry Certificate of Registration  | Permanent.   | c. 112, s. 70, 71             |
| 07.109        | Registration, Certificates of, Osteopathy Certificate of Registration                                       | Permanent.   | c. 112, 2.10                  |
| 07.110        | Registration, Certificates of, Podiatry Certificate of Registration   | Permanent.   | c. 112, s. 21                 |
| 07.111        | Resignations of City Officials  | Permanent.   | c. 41, s. 109                 |
| 07.112        | Rules, Regulations of all Town Boards and Officers  | Permanent.   | c. 40, s. 33                  |
| 07.113        | Special Permit Granting Authority, Records of   | Permanent.   | c. 40A, ss. 9, 11             |
| 07.114        | State Audit (City/Town Accounts)  | Retain 10 years.   | c. 44, s. 40                  |
| 07.115        | State Tax Liens   | Retain 1 year following redemption or waiver, or retain 7 years if not redeemed or waived. | c. 62C, s. 50                 |
| 07.116        | Street List   | Permanent.   | c. 51, ss. 4, 6               |
| 07.117        | Summons   | Retain until final adjudication of contest.  | c. 233, s. 37                 |
| 07.118        | Tenement Housing, Attorney, Appointment of  | Retain for duration of appointment.  | c. 145, s. 60A                |
| 07.119        | Tenement Housing, Owner, Notice of  | Retain 1 year (on or after May 1st).   | c. 145, s. 59                 |
| 07.120        | Tenement Housing, Plans, Specifications, etc.   | Retain for lifetime of building.   | c. 145, s. 50                 |
| 07.121        | Tenement, Agent for Owner of  | Retain for duration of appointment.  | c. 145, ss. 60A, 60B          |
| 07.122        | Towels, etc., Registration of Rented  | Permanent.   | c. 110, s. 25A                |
| 07.123        | Town Meeting Records  | Permanent.   | c. 41, ss. 15                 |
| 07.124        | Vessel, Statement of Lien on  | Retain 7 years.  | c. 255, s. 15                 |
| 07.125        | Vital Statistics, Birth, Death and Marriage (all official forms related to the registration process)        | Permanent.   | c. 46, s. 13, c. 114, c. 207  |
| 07.126        | Wills (Perpetual Care of Cemetery Lots)   | Permanent.   | c. 114, ss. 19, 20            |
| 07.127        | Zoning Board of Appeals, Appeal to Superior Court, Notice of  | Permanent.   | c. 40A, s. 17; c. 41, s. 81BB |
| 07.128        | Zoning Board of Appeals, Decisions and Proceedings (i.e., all official forms related to the appeal process) | Permanent.   | c. 40A, s. 15                 |
| 07.129        | Zoning Board of Appeals, Rules  | Permanent.   | c. 40A, s. 12                 |

| Series Number | Description of Record  | Length of Time Required to Retain Record | MGL / CMR      |
|---------------|--|--|----------------|
| 07.130        | Zoning Board of Appeals, Subdivision Control Law, Notice of Appeal to Superior Court | Permanent.                               |                |
| 07.131        | Zoning Board of Appeals, Subdivision Control Law, Proceeding Under                   | Permanent.                               | c. 41, s. 81AA |



## 08 Collector

| Series Number | Description of Record  | Length of Time Required to Retain Record  | MGL / CMR                |
|---------------|--|---|--------------------------|
| 08.001        | Betterment Lien, Certificate Dissolving (Payment Stub). Form 374                             | Retain until completion of satisfactory audit.  | c. 80 s. 12              |
| 08.002        | Betterment Liens, Certification to Assessors. Form 261                                       | Retain until completion of satisfactory audit.  | c. 80 s. 13              |
| 08.003        | Bills, Paid Receivables other than Taxes   | Retain until completion of satisfactory audit.  |                          |
| 08.004        | Bills, Tax (paid)  | Retain until completion of satisfactory audit.  | c. 60 ss. 3, 3A          |
| 08.005        | Bonds, performance, Deputy Collector   | Retain 7 years from date of expiration.   | c. 60 s. 92, c. 41 s. 37 |
| 08.006        | Bonds, performance, Special Collector  | Retain 7 years from date of expiration.   | c. 60 s. 14              |
| 08.007        | Bonds, performance. Collector  | Retain 7 years from date of expiration.   | c. 60 s. 13              |
| 08.008        | Cash Books, Motor Vehicle Excise. Form 200 MV  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. If levy not settled, 10 years. | c. 60 s. 7               |
| 08.009        | Cash Books, Other  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.                                |                          |
| 08.010        | Cash Books, Property. Form 200 RE  | Retain until all taxes actually collected or abated.  | c. 60 s. 7               |
| 08.011        | Cash Books, Sewer. Form AD26S  | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.                                | c. 60 s. 7               |
| 08.012        | Cash Books, Water. Form AD26   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.                                | c. 60 s. 7               |
| 08.013        | Commitment Books (All)   | Permanent.  | c. 60 s. 6               |
| 08.014        | Deputy Collector, Application for Appointment. Form 262                                      | Retain 5 years following expiration of service.   | c. 60 s. 92              |
| 08.015        | Deputy Collector, Approval of Appointment. Form 263  | Permanent.  | c. 60 s. 93              |
| 08.016        | Municipal Lien Certificate Stubs. Form 290   | Retain 3 years or following completion of satisfactory audit, whichever is later.   | c. 60 s. 23              |
| 08.017        | Municipal Lien, Renunciation of Rights under Statement to Continue. Form 291                 | Retain 3 years or following completion of satisfactory audit, whichever is later.   | c. 60 s. 37A             |
| 08.018        | Municipal Lien, Statement Filed to Continue. Form 291  | Retain 3 years or following completion of satisfactory audit, whichever is later.   | c. 60 s. 37A             |
| 08.019        | Schedules, General, Collector's Payments to Treasurer. Form AD8                              | Retain until completion of satisfactory audit.  | c. 60 s. 2               |
| 08.020        | Schedules, General, Collector's Payments to Treasurer/District Taxes. Form 398               | Retain until completion of satisfactory audits of both the municipality and the district.                                     | c. 60 s. 2               |
| 08.021        | Schedules, General, Collector's Payments to Treasurer/Property and other Charges             | Retain until completion of satisfactory audit.  | c. 60 s. 2               |
| 08.022        | Schedules, General, Motor Vehicle and Trailer Excise, Refunds through Abatement of. Form 236 | Retain until completion of satisfactory audit.  | c. 60A s. 2, c. 59 s. 69 |
| 08.023        | Schedules, General, Treasurer's Receipts   | Retain until completion of satisfactory audit.  | c. 41 s. 52, c. 59 s. 69 |
| 08.024        | Schedules, General, Water Lien, Certificates. Form 370, 373, 260                             | Retain until completion of satisfactory audit.  | c. 40 s. 42B             |
| 08.025        | Schedules, Uncollected Taxes, Property and Other Taxes to Assessors. Form 385                | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.                                | c. 58 s. 8               |
| 08.026        | Tax Bill, Request for Separate. Form 208B  | Retain until final settlement of levy.  | c. 60 s. 22A             |
| 08.027        | Tax Claim, Unsecured   | Retain until completion of satisfactory audit or resolution of claim, whichever is later.                                     | c. 59 s. 71              |

| Series Number | Description of Record   | Length of Time Required to Retain Record  | MGL / CMR        |
|---------------|---|---|------------------|
| 08.028        | Tax Titles, Forms, Accounts, List of Recorded Sales or Takings to be set up as Tax Title. Form 346              | Permanent.  | c. 60 s. 95      |
| 08.029        | Tax Titles, Forms, Accounts, Subsequent Taxes to be Added to. Form 347 (b) tax account is not redeemed by owner | Permanent.  | c. 60 s. 61      |
| 08.030        | Tax Titles, Forms, Bill, Affidavit of Time of First Sending. Form 214   | Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent. | c. 60 s. 57      |
| 08.031        | Tax Titles, Forms, Demand, Affidavit of - Two or More Persons. Form 331   | Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent. | c. 60 ss. 16, 57 |
| 08.032        | Tax Titles, Forms, Demand, for Action to Protect Property. Form 254   | Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent. | c. 60 s. 50A     |
| 08.033        | Tax Titles, Forms, Invalid Title, Deed of Release of. Form 32   | Permanent.  | c. 60 s. 82      |
| 08.034        | Tax Titles, Forms, Invalid Title, Disclaimer of   | Permanent.  | c. 60 ss. 37, 84 |
| 08.035        | Tax Titles, Forms, Invalid Title, Notice of - Assessors to Collector*. Form 190                                 | Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent. | c. 60 s. 82      |
| 08.036        | Tax Titles, Forms, Invalid Title, Notice of Refusal to Release  | Permanent.  | c. 60 s. 82      |
| 08.037        | Tax Titles, Forms, Invalid Title, Notice of*. Form 355  | Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent. | c. 60 s. 82      |
| 08.038        | Tax Titles, Forms, Lands of Low Value, Schedule of, to Commissioner*  | Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent. | c. 59 s. 72      |
| 08.039        | Tax, Certificate of Payment by Mortgagee or other Interested Person. Form 222                                   | Retain until completion of satisfactory audit.  | c. 60 s. 60      |
| 08.040        | Taxes, Uncollected, Certification of Abatement to Collector   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later.  | c. 59 s. 71      |

| <b>Series Number</b> | <b>Description of Record</b>   | <b>Length of Time Required to Retain Record</b>  | <b>MGL / CMR</b>   |
|----------------------|--|--|--|
| 08.041               | Warrants and Notices from Assessors, All Taxes, Excises, Betterments, Special Assessments, Liens All Taxes, Excises, Betterments, Special Assessments, Liens (Actual, Original, Omitted, Revised, Supplemental, Reassessed, Apportioned, Added to Tax, Special, Recommitted) | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. | c. 40 ss. 16, 17, 18, 42D, c. 59 ss. 53, 77, 78, c. 59 s. 76, c. 60 ss. 19, 34, 97, c. 60A s. 3, c. 80 ss. 3, 4, 13 or Special Act |
| 08.042               | Warrants and Notices, Forest Land Tax Lien. Form 17D   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. | c. 61 s. 1   |
| 08.043               | Warrants and Notices, Forest Product Tax   | Retain until completion of satisfactory audit or final settlement of levy, whichever is later. | c. 61 s. 3   |





## 09 Conservation Commission

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR            |
|---------------|---|--|----------------------|
| 09.001        | Certificate of Compliance   | Retain until recorded in the Registry of Deeds.  | c. 131 s. 40         |
| 09.002        | Certificate of Compliance (Partial)   | Retain until the complete Certificate of Compliance has been filed.                                      |                      |
| 09.003        | Certification of an Emergency Project   | Retain until the complete Certificate of Compliance has been filed or until order/determination expires. | c. 131 s. 40         |
| 09.004        | Determination of Applicability, Reply of (Negative)   | Retain until project is complete or until Determination of Applicability has expired.                    |                      |
| 09.005        | Determination of Applicability, Reply of (Positive)   | Retain until project is complete or until Determination of Applicability has expired.                    |                      |
| 09.006        | Determination of Applicability, Request for   | Retain 1 year.   |                      |
| 09.007        | Determination, Withdrawal of Request for  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.         | c. 131 s. 40         |
| 09.008        | Engineering Drawings (Plans)  | Permanent.   |                      |
| 09.009        | Environmental Data Form   | Retain until Certificate of Compliance has been issued.  |                      |
| 09.010        | Gifts (copies of)   | Retain until completion of satisfactory audit.   |                      |
| 09.011        | Ledger Books (Data on material recorded in the Registry of Deeds)   | Permanent.   |                      |
| 09.012        | Notice of Exemption (Obsolete)  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.         |                      |
| 09.013        | Notice of Intent (Application). Includes supporting information narrative, boring logs, plans, etc.                                   | Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.            | c. 131 s. 40         |
| 09.014        | Order of Conditions (Extension Permit)  | Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.            | 310 CMR 10.05 (8)(a) |
| 09.015        | Order of Conditions. Includes supporting information reports, photos, plans, etc.   | Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.            | c. 131 s. 40         |
| 09.016        | Program Information (Community Activities, Camping Applications, etc.)  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.         |                      |
| 09.017        | Request for Compliance/Stop Work Order (Cease and Desist)   | Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.            |                      |
| 09.018        | Special Formal Agreements (Leases, Licenses, Letters of Understanding for Public to use Conservation Land i.e., to hay a field, etc.) | Retain for the life of the agreement.  |                      |



## 10 Council on Aging

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                |
|---------------|---|--|--------------------------|
| 10.001        | Applications for Programs   | Retain 3 years.  |                          |
| 10.002        | Client Referrals  | Retain 3 years.  | c. 40 s. 8B              |
| 10.003        | Clinic Attendance Tally Sheets                                    | Retain 3 years.  | c. 40 s. 8B              |
| 10.004        | Equipment Maintenance and Repair Records                          | Retain 1 year after disposal of equipment.   |                          |
| 10.005        | Grant Files (Successful Applications)                             | Retain 7 years after completion of all terms of grant, retain EOEA-SGA permanently.              | c. 40 s. 8B, c. 260 s. 2 |
| 10.006        | Grant Files (Unsuccessful Applications)                           | Retain until final rejection.  |                          |
| 10.007        | Informational Memoranda (from EOEA)                               | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                          |
| 10.008        | Intake Reports (Client Case Files)                                | Retain 3 years after date of last contact.   |                          |
| 10.009        | Kitchen Audits  | Retain 3 years.  | c. 49 s. 8B              |
| 10.010        | Ledgers   | Permanent.   |                          |
| 10.011        | Meals on Wheels Delivery Records                                  | Retain 1 year, provided satisfactory audit has been completed.                                   | c. 40 s. 8B              |
| 10.012        | Meals on Wheels Payment Books                                     | Retain 1 year.   | c. 40 s. 8B              |
| 10.013        | Monthly Statistics  | Retain 3 years.  | c. 40 s. 8B              |
| 10.014        | Outreach Reports  | Retain 3 years.  | c. 40 s. 8B              |
| 10.015        | Participant Directories   | Retain 3 years.  |                          |
| 10.016        | Position Descriptions (including Volunteer Position Descriptions) | Retain 3 years.  |                          |
| 10.017        | Program Instructions (from EOEA)                                  | Retain until superseded.   |                          |
| 10.018        | Surveys of Services   | Retain 3 years.  | c. 40 s. 8B              |
| 10.019        | Time Sheets   | Retain 3 years.  |                          |
| 10.020        | Van Trip Reports  | Retain 1 year.   |                          |
| 10.021        | Volunteer Travel Reimbursement Vouchers                           | Retain until completion of satisfactory audit.   |                          |



## 11 Department of Public Works

| Series Number | Description of Record                     | Length of Time Required to Retain Record   | MGL / CMR            |
|---------------|---|--|----------------------|
| 11.001        | Assessment Books (a) Sewer                | Retain until completion of satisfactory audit, provided originals are retained by Assessor.      | c. 83, s. 27, 28, 29 |
| 11.002        | Assessment Books (b) Sidewalk             | Retain until completion of satisfactory audit, provided originals are retained by Assessor.      | c. 83, s. 27, 28, 29 |
| 11.003        | Assessment Books (c) Street Betterment    | Retain until completion of satisfactory audit, provided originals are retained by Assessor.      | c. 83, s. 27, 28, 29 |
| 11.004        | Assessment Cards (a) Sewer                | Permanent.   | c. 83, s. 27, 28, 29 |
| 11.005        | Assessment Cards (b) Sidewalk             | Permanent.   | c. 83, s. 27, 28, 29 |
| 11.006        | Assessment Cards (cc) Water               | Permanent.   | c. 83, s. 27, 28, 29 |
| 11.007        | Auto Accident Report                      | Permanent, with employee's file.   |                      |
| 11.008        | Catch Basin Cleaning Report               | Retain 1 year.   | c. 83, s. 1          |
| 11.009        | Catch Basin Location Files                | Permanent.   | c. 83, s. 2          |
| 11.010        | Cemetery Records                          | Permanent.   | c. 114, s. 18        |
| 11.011        | Civil Service Approvals                   | Permanent.   | c. 31, s. 6          |
| 11.012        | Employee Time Sheet                       | Retain 1 year from satisfactory completion of audit.   | c. 41, s. 42         |
| 11.013        | Fire Pipe Connection Books                | Permanent.   | c. 83, s. 2          |
| 11.014        | Flow Test Records                         | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                      |
| 11.015        | Foreman's Daily Reports - Hired Equipment | Retain 1 year from satisfactory completion of audit.   |                      |
| 11.016        | Gate Books                                | Permanent.   | c. 83, s. 2          |
| 11.017        | Hydrant Locations                         | Permanent.   | c. 83, s. 2          |
| 11.018        | Inventory Gas Card Ledgers                | Retain until completion of satisfactory audit.   |                      |
| 11.019        | Job Cost Ledgers                          | Retain 7 years from date of opening.   | c. 41, s. 103        |
| 11.020        | Journal Vouchers (Departmental)           | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 41, s. 50, 55     |
| 11.021        | Notice of Intent                          | Retain 1 year from date of hearing.  | c. 85, s. 3          |
| 11.022        | Operators Daily Reports                   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                      |
| 11.023        | Parts Installation Book                   | Permanent.   | c. 83, s. 2          |
| 11.024        | Petitions (a) Driveways                   | Permanent.   | c. 82, s. 3          |
| 11.025        | Petitions (b) New Streets                 | Permanent.   | c. 82, s. 3          |
| 11.026        | Petitions (c) Sidewalks                   | Permanent.   | c. 82, s. 3          |
| 11.027        | Plans (All)                               | Permanent.   | c. 83, s. 2          |
| 11.028        | Record of Vehicles                        | Retain 1 year after retirement of vehicle.   |                      |
| 11.029        | Releases on Private Ways                  | Permanent.   | c. 84, s. 2          |
| 11.030        | Sewer Connection Record Card Index        | Permanent.   | c. 83, s. 3, 11      |
| 11.031        | Shut-Off Locations                        | Permanent.   | c. 83, s. 2          |
| 11.032        | Sick Leave Reports                        | Retain 3 years.  | c. 41, s. 111B       |
| 11.033        | Street Openings                           | Retain 7 years.  | c. 83, s. 8          |
| 11.034        | Valve Records                             | Permanent.   | c. 83, s. 2          |
| 11.035        | Water and Sewer Applications              | Retain 7 years.  |                      |

| Series Number | Description of Record                               | Length of Time Required to Retain Record   | MGL / CMR                   |
|---------------|---|--|-----------------------------|
| 11.036        | Water and Sewer Payments                            | Retain 1 year from satisfactory completion of audit.   | c. 40, s. 42A, c. 83, s. 16 |
| 11.037        | Water Consumption Testing Record                    | Retain 7 years.  |                             |
| 11.038        | Water Pressure Records                              | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                             |
| 11.039        | Water Service (a) Journals                          | Retain 7 years.  | c. 40, s. 39I, 42A, 42L     |
| 11.040        | Water Service (b) Meter Removals and Locations      | Permanent.   | c. 40, s. 39I, 42A, 42L     |
| 11.041        | Water Service (c) Plates for Route Books            | Retain until superseded.   | c. 40, s. 39I, 42A, 42L     |
| 11.042        | Water Service (d) Rates and Service                 | Retain 7 years.  | c. 40, s. 39I, 42A, 42L     |
| 11.043        | Water Service (e) Route Books                       | Retain until superseded.   | c. 40, s. 39I, 42A, 42L     |
| 11.044        | Water Service (f) Water History Books (Commitments) | Permanent.   | c. 40, s. 39I, 42A, 42L     |

## 12 Fire Departments and Fire Districts

| Series Number | Description of Record  | Length of Time Required to Retain Record                              | MGL / CMR                         |
|---------------|--|---|-----------------------------------|
| 12.001        | Ambulance Calls Report   | Retain 7 years.   |                                   |
| 12.002        | Apparatus Inspection Report  | Retain 1 year after retirement of apparatus.                          | c. 48 s. 42                       |
| 12.003        | Application for Installation of Fire Alarm System; retention after satisfactory filing of Certificate of Completion.                         | Retain 1 year.  | c. 148 s. 26B                     |
| 12.004        | Application for Permit to Install/Alter Fuel-oil Burning Equipment   | Retain 1 year after satisfactory filing of Certificate of Completion. | c. 148 ss. 10, 10C, 527 CMR 4.03  |
| 12.005        | Application/Permit for Open-air Fires  | Retain 1 year.  | c. 48 s. 13                       |
| 12.006        | Application/Permit for the Keeping and Storage of Explosives; retention after expiration of permit.  | Retain 7 years.   | c. 148 ss. 9, 15, 527 CMR 13.04   |
| 12.007        | Application/Permit for the Use and Handling of Explosives; retention after expiration of permit.   | Retain 7 years.   | c. 148 ss. 9, 15, 527 CMR 13.04   |
| 12.008        | Application/Permit to Conduct Supervised Display of Fireworks; retention after issuance.   | Retain 3 years.   | c. 148 s. 39A, 527 CMR 2.05       |
| 12.009        | Application/Permit to Conduct Supervised Firing of Canon; retention after issuance.  | Retain 3 years.   | c. 148 ss. 9, 10A, 527 CMR 22.03  |
| 12.010        | Application/Permit to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds                | Retain for life of installation.                                      | c. 148 s. 23, 527 CMR 14.03       |
| 12.011        | Application/Permit to Disconnect, Shut Off, Remove, etc., Sprinkler or Fire-sensing Device; retention after satisfactory completion of work. | Retain 3 years.   | c. 148 s. 27A                     |
| 12.012        | Application/Permit to Handle, Store, Sell, Buy, Transport or Ignite Model Rockets or Rocket Engines; retention after expiration of permit.   | Retain 3 years.   | c. 148 ss. 9A, 10, 527 CMR 16.02  |
| 12.013        | Application/Permit to Install Special Extinguishment System; retention after completion of installation.                                     | Retain 7 years.   | c. 148 s. 26A                     |
| 12.014        | Application/Permit to Keep, Store, and Use Flammable Liquids, Solids and Gases   | Retain for life of installation.                                      | c. 148 ss. 10A, 23, 527 CMR 14.03 |
| 12.015        | Application/Permit to Manufacture Fireworks  | Retain 3 years after termination or discontinuance of permit.         | c. 148 s. 12, 527 CMR 2.03        |
| 12.016        | Application/Permit to Operate Lumberyard   | Retain 3 years after expiration of permit.                            | c. 148 ss. 10A, 28, 527 CMR 17.02 |
| 12.017        | Application/Permit to Remove Underground Flammable Tank  | Retain 3 years after issuance.  | c. 148 s. 38A                     |
| 12.018        | Authorized Leave Report  | Retain 3 years.   | c. 48, s. 57                      |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                         |
|---------------|---|--|-----------------------------------|
| 12.019        | Box Alarm Record  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                                   |
| 12.020        | Box Test Record   | Retain 1 year after replacement of box.  |                                   |
| 12.021        | Building Fire, Report of  | Permanent.   |                                   |
| 12.022        | Certificate of Approval of Flameproof Decorations   | Retain 5 years after issuance.   | c. 148 ss. 10A, 28, 527 CMR 21.02 |
| 12.023        | Certificate of Completion of Installation of (Solid Fuel) Fuel-oil Burning Equipment  | Retain 5 years.  | c. 148 s. 10, 527 CMR 4.03        |
| 12.024        | Certificate of Completion of the Installation of Fire Alarm System  | Retain 7 years.  | c. 148 ss. 26A, B, C              |
| 12.025        | Certificate of Flame proofing of an Impermanent Nature  | Retain 5 years after issuance.   | c. 148 ss. 10A, 28, 527 CMR 21.02 |
| 12.026        | Company (Duty) Officer's Fire Report  | Permanent.   |                                   |
| 12.027        | Departmental Fire Record (summary record of daily operations of department, known variously as Daily Blotter, Fire Alarm Record, etc.)            | Permanent.   |                                   |
| 12.028        | Deputy Chief's Report (Master Fire Report)  | Permanent.   |                                   |
| 12.029        | Equipment Loan Record   | Retain until satisfactory return of equipment.   |                                   |
| 12.030        | Equipment Maintenance Log   | Permanent.   | c. 48 s. 42                       |
| 12.031        | Final Building Inspection Report  | Retain 1 year after subsequent inspection.   | c. 148 ss. 2, 4                   |
| 12.032        | Final Fire Report to State Fire Marshal   | Retain 10 years.   | c. 148 s. 2                       |
| 12.033        | Fire Alarm Circuit Tests, Record of   | Retain 1 year.   |                                   |
| 12.034        | Fire Alarm Record Cards   | Permanent.   |                                   |
| 12.035        | Fire Hose Record  | Retain 1 year after retirement of hose.  | c. 48 s. 42                       |
| 12.036        | Fire Prevention Bureau Report   | Permanent.   | c. 148 s. 2                       |
| 12.037        | Fire Prevention Inspection Log  | Permanent.   | c. 148 ss. 2, 4                   |
| 12.038        | Fire Station Journal  | Permanent.   |                                   |
| 12.039        | Fuel Oil Record   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                                   |
| 12.040        | Hydrant Cards   | Retain 1 year after replacement of hydrant.  |                                   |
| 12.041        | Inoperative Hydrant Report (Hydrant Trouble Report)   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                                   |
| 12.042        | Motor Vehicle Fires, Report of  | Permanent.   |                                   |
| 12.043        | No Loss Report  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                                   |
| 12.044        | Notice of Inspection (Annual) of Tanks for the Storage of Fluids  | Retain through subsequent inspection.  | c. 148 s. 37                      |
| 12.045        | Notification of Cessation of a License to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds | Permanent.   | c. 148 s. 10, 527 CMR 14.03       |



| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                               |
|---------------|---|--|---|
| 12.046        | Notification of Fire and/or Accident Caused by Model Rocket or Rocket Engine            | Retain 7 years.  | c. 148 ss. 9, 10, 527<br>CMR 16.02      |
| 12.047        | Notification of Intent to Use Salamander  | Retain 1 year.   | c. 148 ss. 9, 10A, 25, 527<br>CMR 20.02 |
| 12.048        | Notification of Leak, Spill, Rupture, Overflow, etc. , of Flammable Liquids             | Retain 3 years.  | c. 148 s. 10                            |
| 12.049        | Notification of the Cessation of License to Store Explosives in Magazine                | Permanent.   | c, 148 ss. 9, 15, 527<br>CMR 13.08      |
| 12.050        | Notification of the Construction, Change or Alteration of Self-service Gasoline Station | Retain through subsequent alteration or discontinuance of establishment.                         | c. 148 s. 10                            |
| 12.051        | Notification of Use of Canine Guards in a Mercantile or Commercial Establishment        | Retain until after discontinuance of use of canine guard.  | c. 148 s. 28B                           |
| 12.052        | Notification of Violation of Fire Laws  | Retain 1 year after subsequent inspection reveals correction of violation.                       | c. 148 s. 5                             |
| 12.053        | Open-air Fires, Report of Shut Off, Remove, etc. , Sprinkler or Fire-sensing Device     | Permanent.   |   |
| 12.054        | Partial Building Inspection Reports   | Retain until superseded by Final Inspection Report.  | c. 148 ss. 2, 4                         |
| 12.055        | Permit for Storage of Fuel Oil  | Retain until superseded or terminated.   | c. 148 s. 10, 527<br>CMR 4.03           |
| 12.056        | Permit to Install/Alter Fuel-oil Burning Equipment                                      | Retain 1 year after satisfactory filing of Certificate of Completion.                            | c. 148 ss. 10, 10C, 527<br>CMR 4.03     |
| 12.057        | Plans and Specifications for Dry Cleaning Plant   | Retain through alteration or discontinuance of establishment.                                    | c. 148 s. 10, 527<br>CMR 3.03           |
| 12.058        | Preliminary Report to State Fire Marshal  | Retain until superseded by Final Report.   | c. 148 s. 2                             |
| 12.059        | Preventive Maintenance Check-list   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 48 s. 42                             |
| 12.060        | Receipt form Treasurer  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |   |
| 12.061        | Report of Alarms (daily/weekly)   | Permanent.   |   |
| 12.062        | Rescue Report   | Permanent.   |   |
| 12.063        | Tape Record From Fire Alarm Circuit   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |   |



## 13 Historical Commission and Historic District Commission

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR  |
|---------------|--|--|--|
| 13.001        | Applications for Certificates (a) Appropriateness            | Retain 1 year after the expiration of the 20-day appeal period.                                  | c. 40C, s. 6   |
| 13.002        | Applications for Certificates (b) Nonapplicability           | Retain 1 year after the expiration of the 20-day appeal period.                                  | c. 40C, s. 6   |
| 13.003        | Applications for Certificates (c) Hardship                   | Retain 1 year after the expiration of the 20-day appeal period.                                  | c. 40C, s. 6   |
| 13.004        | Archaeologist, Reports to State                              | Retain until superseded by another report.   | c. 40, s. 8d,<br>c. 9, s. 27C  |
| 13.005        | Bids for Contracts (a) Where no contract is awarded          | Retain 3 years from date of opening.   | c. 30B   |
| 13.006        | Bids for Contracts (b) Where contract is awarded             | Retain with Contract Files.  | c. 30B   |
| 13.007        | Certificates (a) Appropriateness                             | Retain 1 year following lapse of certificate.  | c. 40C, s. 6,10(F)   |
| 13.008        | Certificates (b) Nonapplicability                            | Retain 1 year following lapse of certificate.  | c. 40C, s. 6,10(F)   |
| 13.009        | Certificates (c) Hardship                                    | Retain 1 year following lapse of certificate.  | c. 40C, s. 6,10(F)   |
| 13.010        | Decisions, Demolition Delay                                  | Retain 1 year after demolition or other disposition of property.                                 |  |
| 13.011        | Demolition statement   | Retain 1 year after the expiration of the 20-day appeal period.                                  | c. 40C, s. 6   |
| 13.012        | Historic District Map  | Permanent.   | c. 40C, s. 3   |
| 13.013        | Historic Preservation Plan                                   | Permanent.   | c. 40, s. 8d   |
| 13.014        | Historic Resources Survey. Form A-H                          | Permanent.   | c. 40, s. 8d   |
| 13.015        | Maps   | Permanent.   | c. 40, s. 8d   |
| 13.016        | Massachusetts Preservation Program Fund Pre-Application Form | Retain until superseded by another application.  |  |
| 13.017        | Modification of Application                                  | Retain 1 year after expiration of the 20-day appeal period.                                      | c. 40C s. 10(a)  |
| 13.018        | Modification of Recommendations                              | Retain 1 year after expiration of the 20-day appeal period.                                      | c. 40C, s. 10(a)   |
| 13.019        | Nominations for National Register (a) Accepted Nominations   | Permanent.   |  |
| 13.020        | Nominations for National Register (b) Unaccepted Nominations | Retain 1 year.   |  |
| 13.021        | Plans  | Permanent.   |  |
| 13.022        | Public Hearing Waiver Notification                           | Retain 1 year after expiration of the 20-day appeal period.                                      | c. 40C, s. 11  |
| 13.023        | Public Hearing Waiver Requests                               | Retain 1 year after expiration of the 20-day appeal period.                                      | c. 40C, s. 11  |
| 13.024        | Publications of Commission                                   | Permanent.   | Historic District: c. 40C, s. 15;<br>Historical Commission: c. 40, s. 8d |
| 13.025        | Reports  | Permanent.   |  |
| 13.026        | Review Standards   | Permanent.   | c. 40C, s. 8   |
| 13.027        | Site Plan Review Recommendations                             | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |  |
| 13.028        | Subdivision Control Recommendations                          | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |  |



## 14 Licensing Board

| Series Number | Description of Record  | Length of Time Required to Retain Record       | MGL / CMR      |
|---------------|--|--|----------------|
| 14.001        | Application for License  | Permanent.                                     | c. 138 s. 15A  |
| 14.002        | Application for License and/or Permits Other Than Alcoholic and Liquor Beverage, licenses granted and denied.        | Retain 3 years after duration of license.      | c. 140         |
| 14.003        | Application for Transfer of License  | Permanent.                                     | c. 138 s. 23B  |
| 14.004        | Automatic Amusement Devices Licenses   | Permanent.                                     | c. 140 s. 177A |
| 14.005        | Billiard Tables and Bowling Alleys Licenses  | Permanent.                                     | c. 140 s. 177  |
| 14.006        | Certificate of Conviction  | Permanent.                                     | c. 138 s. 57   |
| 14.007        | Change of Location or Manager Position   | Permanent.                                     | c. 138 s. 15A  |
| 14.008        | Clubs, Societies, Associations Authorization to Dispense Food and Beverages Other Than Alcoholic and Liquor Beverage | Permanent.                                     | c. 140 s. 21E  |
| 14.009        | Coffee and Teahouses   | Permanent.                                     | c. 140 s. 47   |
| 14.010        | Complaint Records  | Permanent.                                     | c. 138 s. 15A  |
| 14.011        | Copy of Transactions of Pawnbrokers  | Permanent.                                     | c. 140 s. 79   |
| 14.012        | Decision of Commission Hearings  | Permanent.                                     | c. 138 s. 67   |
| 14.013        | Fortune Teller   | Permanent.                                     | c. 140 s. 185I |
| 14.014        | Hearing Records  | Permanent.                                     | c. 138 s. 9    |
| 14.015        | Inn holder and Common Victualer  | Permanent.                                     | c. 140 s. 2    |
| 14.016        | Inspection of Lodging Houses by Licensing Authorities  | Permanent.                                     |                |
| 14.017        | Junk Dealers   | Permanent.                                     | c. 140 s. 54   |
| 14.018        | Letter of Approval from ABCC   | Permanent.                                     | c. 138 s. 16B  |
| 14.019        | Lodging Houses   | Permanent.                                     | c. 140 s. 23   |
| 14.020        | Managers of Indoor and Outdoor Activities  | Retain until completion of satisfactory audit. | c. 138 s. 14   |
| 14.021        | Picnic Groves  | Permanent.                                     | c. 140 s. 188  |
| 14.022        | Quarterly Reports to the Mayor   | Permanent.                                     | c. 138 s. 9    |
| 14.023        | Retail Package Goods   | Retain 7 years after termination.              | c. 138 s. 15   |
| 14.024        | Revoked, Suspended, Cancelled or Forfeited Licenses  | Permanent.                                     | c. 138 s. 65   |
| 14.025        | Second-Hand Motor Vehicles   | Permanent.                                     | c. 140 s. 59   |
| 14.026        | Shooting Galleries   | Permanent.                                     | c. 140 s. 56A  |
| 14.027        | Skating Rinks  | Permanent.                                     | c. 140 s. 186  |
| 14.028        | Specific License Types, Clubs  | Retain 7 years after termination.              | c. 138 s. 12   |
| 14.029        | Specific License Types, Common Victualers  | Retain 7 years after termination.              | c. 138 s. 12   |
| 14.030        | Taverns  | Retain 7 years after termination.              | c. 138 s. 12   |



## 15 Planning Board

| Series Number | Description of Record                             | Length of Time Required to Retain Record   | MGL / CMR            |
|---------------|---|--|----------------------|
| 15.001        | Applications (a) Special Permit                   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40A s. 1-A        |
| 15.002        | Applications (b) Subdivision Control Not Required | Retain 1 year following expiration of 20-day appeal period.                                    | c. 41 s. 81T         |
| 15.003        | Applications (c) Subdivision (Preliminary)        | Retain 1 year following expiration of 20-day appeal period.                                    | c. 41A s. 81-T       |
| 15.004        | Applications (d) Subdivision (Definitive)         | Retain 1 year following expiration of 20-day appeal period.                                    | c. 41 s. 81T         |
| 15.005        | Decisions (a) Special Permit                      | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 40A s. 11         |
| 15.006        | Decisions (b) Subdivision Control Not Required    | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 41 s. 81P         |
| 15.007        | Decisions (c) Subdivision (Preliminary)           | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 41 s. 81S         |
| 15.008        | Decisions (d) Subdivision (Definitive)            | Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk. | c. 41 s. 81U         |
| 15.009        | Master Plan                                       | Permanent.   | c. 41 s. 81D         |
| 15.010        | Notice for Public hearings (a) Special Permits.   | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40-A s. 11        |
| 15.011        | Notice for Public hearings (b) Subdivisions       | Retain 1 year following expiration of 20-day appeal period.                                    | c. 41 ss. 81-T, 81-U |
| 15.012        | Notice for Public hearings (c) Zoning Changes     | Retain 1 year following expiration of 20-day appeal period.                                    | c. 40-A s. 5         |
| 15.013        | Notice of Appeal to Superior Court                | Permanent.   | c. 41, s. 81BB       |
| 15.014        | Official Map                                      | Permanent.   | c. 41 ss. 81E, 81H   |
| 15.015        | Petty Cash Records                                | Retain until completion of satisfactory audit.   |                      |
| 15.016        | Subdivision Files (a) Preliminary                 | Retain 1 year following date of decision.  |                      |
| 15.017        | Subdivision Files (b) Definitive                  | Retain until completion of subdivision.  |                      |
| 15.018        | Subdivision Rules and Regulations                 | Permanent.   | c. 41 s. 81O         |





## 16 Police Department

| Series Number | Description of Record  | Length of Time Required to Retain Record                          | MGL / CMR  |
|---------------|--|---|--|
| 16.001        | Ambulance Calls Report   | Retain 7 years.   |  |
| 16.002        | Appointment Certificate  | Permanent.  | c. 41, s. 96   |
| 16.003        | Arrest Records (a) Booking Sheet                                 | Retain until completion of prosecution and exhaustion of appeals. |  |
| 16.004        | Arrest Records (b) Fingerprint Card                              | Retain until completion of prosecution and exhaustion of appeals. |  |
| 16.005        | Arrest Records (c) Vehicle Inventory                             | Retain until completion of prosecution and exhaustion of appeals. |  |
| 16.006        | Arrest Records (d) BOP Report                                    | Retain until completion of prosecution and exhaustion of appeals. |  |
| 16.007        | Arrest Records (e) RMV Report                                    | Retain until completion of prosecution and exhaustion of appeals. |  |
| 16.008        | Arrest Records (f) LEAPS Report                                  | Retain until completion of prosecution and exhaustion of appeals. |  |
| 16.009        | Cell Monitoring Reports  | Retain 3 years.   | c. 40, s. 36B  |
| 16.010        | Civil Service Records  | Permanent.  | c. 31, s. 61   |
| 16.011        | Civilian Complaints, no specific officers named                  | Retain 4 years following closure of investigation.                | c. 260, ss. 3A, 5B   |
| 16.012        | Civilian Complaints, substantiated                               | Retain 7 years following closure.                                 | c. 149, s. 52c, c. 260, ss. 3A, 5B, c. 277, s. 63                    |
| 16.013        | Civilian Complaints, unsubstantiated                             | Retain 5 years following closure of investigation.                | c. 149, s. 52C, c. 260, ss. 3A, 5B                                   |
| 16.014        | Controlled Substance Seizure Report (no arrest or warrant)       | Retain 7 years.   | c. 94C, s. 47A   |
| 16.015        | Criminal Offender Record Information Request Form                | Retain 3 years.   |  |
| 16.016        | Cruiser Maintenance Report                                       | Retain 1 year after retirement of vehicle.                        |  |
| 16.017        | Death Report (Suicide, Sudden, Unexplained)                      | Permanent.  |  |
| 16.018        | Disciplinary Case Files, resulting from administrative reprimand | Retain 7 years following closure; retain with personnel files.    | c. 149, s. 52C, c. 151B, c. 260, s. 5B, c. 277, s. 63 29 CFR 1602.30 |
| 16.019        | Disciplinary Case Files, resulting from civilian complaint       | Retain 7 years following closure; retain with personnel files.    | c. 149, s. 52C, c. 260, ss. 3A, 5B, c. 277, s. 63                    |
| 16.020        | Dog Bite Investigation Report                                    | Retain 7 years.   | c. 140, s. 155   |
| 16.021        | E-911 Call Detail Record   | Retain 3 years.   | c. 6A, s. 18A-18F  |

| Series Number | Description of Record  | Length of Time Required to Retain Record  | MGL / CMR                             |
|---------------|--|---|---------------------------------------|
| 16.022        | Employment History Records   | Retain 20 years following termination of employment.                              |                                       |
| 16.023        | Equipment Inventory  | Retain until superseded by next inventory.  |                                       |
| 16.024        | Equipment Maintenance Log  | Retain until retirement of equipment.   |                                       |
| 16.025        | Evidence Control Form  | Retain 3 years.   |                                       |
| 16.026        | Firearm Identification Card  | Retain until superseded. Permission from Supervisor not required for destruction. | c. 140, s. 129B                       |
| 16.027        | Firearm, License to Carry (Application)  | Retain until superseded. Permission from Supervisor not required for destruction. | c. 140, s. 131                        |
| 16.028        | Firearm, License to Carry. Form FA-19  | Retain until superseded. Permission from Supervisor not required for destruction. | c. 140, s. 131                        |
| 16.029        | Firearms, License to Sell  | Permanent.  | c. 140, ss. 122, 122A                 |
| 16.030        | Firearms, Wound Report   | Permanent.  | c. 112, s. 12A                        |
| 16.031        | Found Property Form  | Retain 3 years.   |                                       |
| 16.032        | Gunsmith License   | Permanent.  | c. 140, s. 122                        |
| 16.033        | Incident Report (Miscellaneous non-criminal investigation)   | Retain 3 years.   |                                       |
| 16.034        | Internal Investigation Case Files  | Retain 7 years following closure; retain with personnel files.                    | c. 151B, c. 260, s. 5B, c. 277. s. 63 |
| 16.035        | Investigation Report (no arrest or warrant) (a) Armed Robbery  | Retain 11 years.  | c. 265, s. 17                         |
| 16.036        | Investigation Report (no arrest or warrant) (b) Assault with a Dangerous Weapon  | Retain 11 years.  | c. 265, s. 18                         |
| 16.037        | Investigation Report (no arrest or warrant) (c) Unarmed Robbery  | Retain 11 years.  | c. 265, s. 19                         |
| 16.038        | Investigation Report (no arrest or warrant). (d) Confining or putting in fear with intent to commit felony             | Retain 11 years.  | c. 265, s. 21                         |
| 16.039        | Investigation Report of all crimes except Murder and those covered by c. 265, s. 17, 18, 19, 21 (no arrest or warrant) | Retain 7 years.   | c. 277, s. 63                         |
| 16.040        | Investigation Report, Murder (no arrest or warrant)  | Permanent.  | c. 277, s. 63                         |
| 16.041        | Journal  | Permanent.  |                                       |
| 16.042        | Juror Investigation Report   | Retain 1 year.  | c. 234, s. 4                          |
| 16.043        | Lock-up Rules and Regulations  | Permanent.  | c. 40, s. 34                          |
| 16.044        | Log (Blotter)  | Permanent.  |                                       |
| 16.045        | Missing Person Report  | Retain 3 years after case is closed.  |                                       |
| 16.046        | Motor Vehicle Accident Reports (a) Operator's Report (investigation or no investigation)                               | Retain 3 years.   | c. 90, s. 26                          |
| 16.047        | Motor Vehicle Accident Reports (b) Fatal   | Permanent.  | c. 90, s. 26                          |
| 16.048        | Motor Vehicle Accident Reports (c) Hit and Run   | Retain 7 years.   | c. 90, s. 26                          |
| 16.049        | Motor Vehicle Accident Reports (d) Personal Injury   | Retain 7 years.   | c. 90, s. 26                          |
| 16.050        | Motor Vehicle Accident Reports (e) Property Damage   | Retain 3 years.   | c. 90, s. 26                          |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR  |
|---------------|---|--|--|
| 16.051        | Motor Vehicle Accident Reports (f) Investigating Officer's Report | Retain 3 years.  | c. 90, s. 26                                     |
| 16.052        | Motor Vehicle Citation  | Retain 1 year.   | c. 90C, s. 2                                     |
| 16.053        | Motor Vehicle Citation Sheet                                      | Retain 1 year.   | c. 90C, s. 6                                     |
| 16.054        | Motor Vehicle Inventory Form                                      | Retain 3 years.  |  |
| 16.055        | Parking Ticket (Paid)   | Retain until completion of satisfactory audit.   | c. 90, s. 20A                                    |
| 16.056        | Permits/Applications (Sunday work, etc.)                          | Retain 1 year after issuance.  |  |
| 16.057        | Premises Inspected Slips  | Retain 1 year.   |  |
| 16.058        | Prisoner Property Slip  | Retain 1 year.   |  |
| 16.059        | Procedural Rules  | Permanent.   |  |
| 16.060        | Protective Custody Report (All)                                   | Retain 3 years.  | c. 111B, s. 8                                    |
| 16.061        | Radar Log   | Retain 3 years.  |  |
| 16.062        | Recordings of Phone Calls (911 etc.)                              | Retain 1 year  | c. 6A, s. 18G                                    |
| 16.063        | Reprimands, administrative  | Permanent.   | c. 149, s. 52C, c. 151B, c. 260, s. 5B           |
| 16.064        | Reprimands, resulting from civilian complaint                     | Retain 7 years following closure.  | c. 149, s. 52C, c. 260, ss. 3A, 5B c. 277, s. 63 |
| 16.065        | Roll Call Report  | Retain 3 years.  |  |
| 16.066        | Schedule of Departmental Payments to Treasurer                    | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |  |
| 16.067        | Stolen Goods Report   | Retain 3 years.  | c. 266, s. 48                                    |
| 16.068        | Stolen Vehicle Report   | Retain 3 years.  | c. 90D, s. 33                                    |
| 16.069        | Taxi Cab Driver Records   | Retain until superseded.   |  |
| 16.070        | Travel Expense Report of Court Witness                            | Retain until completion of satisfactory audit.   | c. 262, s. 53B                                   |
| 16.071        | Unclaimed Property, Notice of Sale                                | Retain 3 years.  | c. 135, ss. 8, 9, 11                             |
| 16.072        | Uniform National Crime Reports                                    | Retain until superseded.   |  |



## 17 Public Library

| Series Number | Description of Record             | Length of Time Required to Retain Record   | MGL / CMR           |
|---------------|-----------------------------------|--|---------------------|
| 17.001        | Application for a Library Card    | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 78, s. 7         |
| 17.002        | Bibliographic Database            | Retain until deaccession.  | c. 78, ss. 7,8,9    |
| 17.003        | Circulation Records               | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 78, s. 7         |
| 17.004        | Complaint and Censorship Records  | Retain until resolution.   |                     |
| 17.005        | Fine Payment Request Form         | Retain until administrative use ceases. Permission from Supervisor not required for destruction. |                     |
| 17.006        | Library Building Program Files    | Retain 20 years.   | c. 78, 19E          |
| 17.007        | Library Improvement Program Files | Retain 7 years.  | c. 78, s. 19        |
| 17.008        | Long Range Program Files          | Retain until superseded.   | c. 78, s. 19        |
| 17.009        | Master Plan                       | Permanent.   | c. 78, ss. 19E, 19H |
| 17.010        | Patron Information Database       | Retain until expiration of patron's borrowing privileges.  | c. 78, ss. 7,8      |



## 18 Purchasing

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR                      |
|---------------|--|--|--------------------------------|
| 18.001        | Emergency Procurement Files  | Retain 7 years following final payment provided all relevant audits have been completed.                         | c. 30B ss. 3, 8, c. 260 s. 2   |
| 18.002        | Procurement Officer's Delegation of Powers and Duties  | Retain 7 years following expiration, revocation or amendment.  | c. 30B ss. 3, 19, c. 41 s. 103 |
| 18.003        | Purchase Logs  | Retain 1 year following next satisfactory audit.   |                                |
| 18.004        | Purchase Order Files (including Vendor's Acknowledgement, Records of Quotations, Purchase Requirements Descriptions) | Retain 7 years following payment provided all relevant audits have been completed.                               | c. 30B ss. 3, 4, c. 260 s. 2   |
| 18.005        | Real Property, Acquisition and Disposition Files   | Retain 7 years following fulfillment of all terms of contract, provided all relevant audits have been completed. | c. 30B ss. 3, 16, c. 260 s. 2  |
| 18.006        | Receiving Slips  | Retain 1 year following satisfactory completion of audit.  |                                |
| 18.007        | Sheltered Market Program Files   | Retain 7 years following termination or amendment.   | c. 30B ss. 3, 18               |
| 18.008        | Surplus Supply Disposition Files   | Retain 7 years following final payment provided all relevant audits have been completed.                         | c. 30B ss. 3, 15, c. 260 s. 2  |





## 19 Retirement Board

| Series Number | Description of Record   | Length of Time Required to Retain Record  | MGL / CMR  |
|---------------|---|---|--|
| 19.001        | Accidental Death Records; retention after exhaustion of benefits and completion of satisfactory audit.                    | Retain 1 year.  | c. 32 s. 9, 840 CMR 9.02(3)                                  |
| 19.002        | Administration and Finance, Accounts Journal  | Permanent.  | c. 32, 840 CMR 4.01  |
| 19.003        | Administration and Finance, Actuarial Valuation Studies or Reports  | Permanent.  | c. 32  |
| 19.004        | Administration and Finance, Amount to be Paid to Pension Fund, Actuary's Notification                                     | Retain 7 years.   | c. 32 s. 22(7)(c)  |
| 19.005        | Administration and Finance, Amount to be Paid to Pension Fund, Certification to Mayor or Selectmen and Disbursing Officer | Retain 7 years.   | c. 32 s. 22(7)(c)(ii)  |
| 19.006        | Administration and Finance, Annual Report, Request for Filing Extension   | Retain 7 years.   | 840 CMR 5.03(2)  |
| 19.007        | Administration and Finance, Bonds of Fiduciaries; retention after expiration of bond.                                     | Retain 7 years.   | c. 32, 840 CMR 17.01   |
| 19.008        | Administration and Finance, Cash Book   | Retain 7 years.   | 840 CMR 4.01   |
| 19.009        | Administration and Finance, Establishment of System, Certificate of   | Permanent.  | c. 32 s. 28(3),(4),(5)                                       |
| 19.010        | Administration and Finance, General Ledger  | Permanent.  | c. 32, 840 CMR 4.01  |
| 19.011        | Administration and Finance, Investment Control Cards; retention following maturation or divestment of investment.         | Retain 7 years.   | c. 32 s. 23(2)   |
| 19.012        | Administration and Finance, Listing of Disabled Members Who Have Not Filed an Annual Statement of Earnings                | Retain 7 years.   | c. 32 ss. 6,21, 840 CMR 10.14                                |
| 19.013        | Administration and Finance, Receipts for Administrative Expenses  | Retain 7 years.   | c. 32, c. 260 s. 2   |
| 19.014        | Administration and Finance, Requests for Reimbursement for COLA and Statutorily Mandated Benefit Increases                | Retain 7 years.   |  |
| 19.015        | Administration and Finance, Supplementary Rules   | Permanent.  | c. 32 s. 21(4), 840 CMR 14                                   |
| 19.016        | Administration and Finance, Tax Withholding Statement (W2-P)  | Retain 7 years.   | c. 32, 26 CFR 1.6001-1                                       |
| 19.017        | Administration and Finance, Trial Balance Book  | Retain 7 years.   | c. 32, 840 CMR 4.01  |
| 19.018        | Administration and Finance, Warrants (Payments to Retirees and Beneficiaries and Refunds to Members Leaving Service)      | Retain 7 years.   | c. 32  |
| 19.019        | Disability, Disability Benefit Records  | Retain until exhaustion of benefits, provided satisfactory audit has been completed withdrawn, PERA 9-2 and 9-3 may be disposed of. | c. 32 ss. 6,7, 840 CMR 9.02(2) (1), 10.16 (1) (6), 10.18 (4) |
| 19.020        | Disability, Hearing Records   | Retain until completion of satisfactory audit.  | c. 32, 840 CMR 10.12 (1)-(3) (b-h)                           |
| 19.021        | Disability, Notification to Disabled Member of Failure to File Annual Statement of Earnings                               | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 ss. 6,21, 840 CMR 10.14(5)                             |
| 19.022        | Elections, Appeals to Board of Election Officer's Decision  | Retain 3 years after election.  | c. 32 s. 20(3), 840 CMR 7.02                                 |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                              |
|---------------|---|--|--|
| 19.023        | Elections, Ballots (including Disqualified and Absentee)  | Retain 3 years after election.   | c. 32 s. 20(3), 840 CMR 7.06, 7.08     |
| 19.024        | Elections, Nomination Papers  | Retain 3 years after election.   | c. 32 s. 20(3), 840 CMR 7.04           |
| 19.025        | Elections, Notice of Election   | Retain 3 years after election.   | c. 32 s. 20(3), 840 CMR 7.03           |
| 19.026        | Elections, Notification of Election Results   | Retain 3 years after election.   | c. 32 s. 20(3), 840 CMR 7.10           |
| 19.027        | Investments, Exemption File (Including Document Showing Why Exemption Should Not Be Revoked, Application for Exemption and Continued Exemption, Commissioner's Form PERA 19-1     | Retain 50 years.   | c. 32 ss. 21,23, 840 CMR 19            |
| 19.028        | Investments, Investment Advisors' Disclosure Statements   | Retain 7 years after termination of employment of advisor.                                       | c. 32, 840 CMR 17.04, (7)(a-c),(8)     |
| 19.029        | Investments, Invoices Submitted by Investment Managers and Custodians   | Retain 7 years after termination of employment of managers and custodians.                       | c. 32 ss. 21,23, 840 CMR 16            |
| 19.030        | Investments, Monthly Report from System's Investment Manager and Custodian  | Retain 7 years after termination of employment of advisor and custodian.                         | c. 32 ss. 21,23, 840 CMR 16.03         |
| 19.031        | Investments, Orders to and Brokers Confirmations of Purchases and Sales   | Retain 7 years after transaction.  | c. 32 ss. 21,23                        |
| 19.032        | Investments, Semiannual Review of Investment Performance and Minutes of Semi-Annual Meeting with Investment Advisor   | Retain 7 years after termination of employment of investment advisor.                            | c. 32 ss. 21,23, 840 CMR 16.05(2)      |
| 19.033        | Investments, Statement of Investment Objectives (including Updates). Form PERA 18-1, 18-2   | Permanent.   | c. 32 ss. 21,23, 840 CMR 18.02, 18.04  |
| 19.034        | Membership Files (includes elements of Retirement Benefits Case File but may be treated individually for disposition), Accumulated Total Deductions, Request for Return to Member | Retain 80 years.   | c. 32 s. 11                            |
| 19.035        | Membership Files, Assignment Documents  | Retain 7 years following exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 ss. 15,19                        |
| 19.036        | Membership Files, Calculation Verification Forms (from PERA)  | Retain until exhaustion of benefits, provided satisfactory audit has been completed.             | c. 32, 840 CMR 9.03(1)                 |
| 19.037        | Membership Files, Certificates of Birth, Marriage and Divorce   | Retain until exhaustion of benefits, provided satisfactory audit has been completed.             | c. 32 s. 18                            |
| 19.038        | Membership Files, Certification that 18-to 22-year old Child is a Full-time student   | Retain until exhaustion of benefits, provided satisfactory audit has been completed.             | c. 32 ss. 7(2)(a), (iii), 12B, 9(2)(d) |
| 19.039        | Membership Files, Change of Beneficiary Blank   | Retain until exhaustion of benefits, provided satisfactory audit has been completed.             | c. 32 s. 11(2)(c)                      |
| 19.040        | Membership Files, Contributory Retirement Appeals Board Decisions   | Retain until exhaustion of benefits, provided satisfactory audit has been completed.             | c. 32 s. 16(4)                         |
| 19.041        | Membership Files, Disclosure of Member Information Records  | Retain 3 years following exhaustion of benefits, provided satisfactory audit has been completed. | c. 4 s. 6(27), c. 66, c. 32, 840 CMR 6 |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR                            |
|---------------|--|--|--------------------------------------|
| 19.042        | Membership Files, Documentation by Member of Time and Compensation for Public                                      | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 91                          |
| 19.043        | Membership Files, Membership Control Cards   | Retain 80 years.   | c. 32 s. 20(5)                       |
| 19.044        | Membership Files, New Entrant Enrollment Blank   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 11(2)(c).                   |
| 19.045        | Membership Files, Non-Contributory Retirement Benefit Records (includes All Veteran's Claim)                       | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 ss. 56-60, 840 CMR 9.02(4)(c). |
| 19.046        | Membership Files, Notice of Injury from Member and/or Department Head  | Retain 80 years.   | c. 32 s. 7(1) and (3)                |
| 19.047        | Membership Files, Notification of Leave of Absence   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. |                                      |
| 19.048        | Membership Files, Notification to Inactive Members that Interest has Ceased to Accrue                              | Retain 80 years.   | c. 32 ss. 11(1)(b), 22(6)(c).        |
| 19.049        | Membership Files, Options on Retirement, Election  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 12(2)(a-c)                  |
| 19.050        | Membership Files, Requests for Reimbursement for Prorated Pensions and Transfer of Funds in Response Thereto       | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 3(8)(c). c. 32 s. 3(8)(c).  |
| 19.051        | Membership Files, Retirement Payment Cards   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. |                                      |
| 19.052        | Membership Files, Service Buy-back Forms or Letters  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32, 840 CMR 15.02                 |
| 19.053        | Membership Files, Survivorship Records (includes Benefits)   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32                                |
| 19.054        | Membership Files, Veteran's Benefits Records and all Documentation Establishing Status. Form DD-214, Veteran's 9-5 | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 5, 840 CMR 9.02             |
| 19.055        | Membership Files, Waiver of Retirement Allowance   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 90B                         |
| 19.056        | Membership Files, Worker's Compensation, History of  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 14                          |
| 19.057        | Rehabilitation Records, General  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 (7-10)                         |
| 19.058        | Rehabilitation Records, Request by Disabled Member to Reduce or Withdraw Board's Request for Refund                | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 ss. 6,21, 840 CMR 10.14(3)     |
| 19.059        | Rehabilitation Records, Request for Refund from Disabled Member  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 ss. 6,21, 840 CMR 10.14(3)     |
| 19.060        | Rehabilitation Records, Statement of Earnings from Member  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 ss. 6,21                       |
| 19.061        | Service 65-70, Annual Certification of Member's  | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 90H                         |
| 19.062        | Service 65-70, Appointing Authority Request for Medical Examination, Request for. Form PERA 12-2                   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 90H, 840 CMR 12.03          |
| 19.063        | Service 65-70, Department Head's Statement 2 and 4 Members   | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 90H                         |
| 19.064        | Service 65-70, Medical Questionnaire to be Completed by Member. Form PERA 12-3                                     | Retain until exhaustion of benefits, provided satisfactory audit has been completed. | c. 32 s. 90H, 840 CMR 12.03(3)       |

| <b>Series Number</b> | <b>Description of Record</b>  | <b>Length of Time Required to Retain Record</b>   | <b>MGL / CMR</b>                   |
|----------------------|---|---|------------------------------------|
| 19.065               | Service 65-70, Notification that Member May Continue in Service Past Age 65. Includes Member Response. Form PERA 12-1   | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 s. 90H, 840 CMR 12.01        |
| 19.066               | Service 65-70, Notification that Member May Not Continue in Service Past Age 65   | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 ss. 90H, 840 CMR 12.01       |
| 19.067               | Service 65-70, Physician's Certification. Form PERA 12-1  | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 s. 90H, 840 CMR 12.03(4)     |
| 19.068               | Service After 70, Members Age 70 or over, Election of Deductions  | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 ss. 90G(1/2), 840 CMR 11.01  |
| 19.069               | Service After 70, Members Continuing in Service After Age 70 Records  | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 ss. 90F, 90G, 840 CMR 11.02  |
| 19.070               | Service After 70, Notice to Group 1 Member 180/120 Days Prior to 70th Birthday  | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 s. 90F 90G, 840 CMR 11.01    |
| 19.071               | Service After 70, Notice to Member over Age 70 and Have Deductions Taken  | Retain until exhaustion of benefits, provided satisfactory audit has been completed.  | c. 32 s. 90G(1/2)                  |
| 19.072               | Superannuation Retirement Benefits Records. Includes Allowance and Calculation Forms (PERA 9-1, 9-2 or 9-3) and Letter of Withdrawal of Application). Form PERA 9-1, 9-2, 9-3 | Retain until exhaustion of benefits, provided satisfactory audit has been completed, unless request withdrawn. If application is withdrawn, PERA 9-1, 9-2 and 9-3 may be disposed of. | c. 32 s. 5, 840 CMR 9.02(1)(a),(b) |

## 20 School Department

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                 |
|---------------|---|--|---------------------------|
| 20.001        | Administration, Annual Notice to Public (Legal)   | Retain 1 year.   | c. 98 s. 41               |
| 20.002        | Administration, Building Plans  | Permanent.   |                           |
| 20.003        | Administration, Evidence Teaching Credentials; retention after termination of employment                            | Retain 5 years.  | 603 CMR 7.00              |
| 20.004        | Administration, Extended School Year Plan Records   | Retain 3 years.  | c. 71 s. 1, 603 CMR 16.00 |
| 20.005        | Administration, Plant, Maintenance Work Request Form  | Retain until completion of satisfactory audit.   |                           |
| 20.006        | Administration, Plant, Posting Schedule of  | Retain until completion of satisfactory audit.   |                           |
| 20.007        | Administration, Printing Request Form   | Retain until completion of satisfactory audit.   |                           |
| 20.008        | Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts | Permanent.   | c. 71 s. 2                |
| 20.009        | Administration, School Committee Report, Annual   | Permanent.   | c. 72 s. 2                |
| 20.010        | Administration, School Returns, Annual Report to Superintendents  | Permanent.   | c. 72 s. 3                |
| 20.011        | Administration, School, Condition of, Annual Report   | Retain 7 years.  | c. 72 s. 4                |
| 20.012        | Administration, Superintendent of Schools, Annual Report of   | Permanent.   | c. 72 s. 2(A)             |
| 20.013        | Administration, Teaching Schedules  | Retain until administrative use ceases. Permission from Supervisor not required for destruction.                         |                           |
| 20.014        | Fiscal, Annual Audit of the Accounts of the Regional School District Committee                                      | Retain 7 years.  | c. 71 s. 16E              |
| 20.015        | Fiscal, Bid Specifications and Responses for Equipment and Supplies   | Retain with Contract Files.  | c. 30B, c. 260 s. 2       |
| 20.016        | Fiscal, Bond Coupon Statements  | Retain until completion of satisfactory audit.   |                           |
| 20.017        | Fiscal, Bond Coupons  | Retain 7 years after cancellation, provided a satisfactory audit has been completed.                                     |                           |
| 20.018        | Fiscal, Bus Contracts   | Retain with Contract Files.  | c. 30B                    |
| 20.019        | Fiscal, Bus Transportation Requests   | Retain until completion of satisfactory audit.   |                           |
| 20.020        | Fiscal, Bus Vouchers  | Retain 7 years provided a satisfactory audit has been completed.   |                           |
| 20.021        | Fiscal, Educational Television Program Fund   | Retain until completion of satisfactory audit.   | c. 71 s. 13(H)            |
| 20.022        | Fiscal, Equipment Inventory Form  | Retain until superseded by next inventory.   |                           |
| 20.023        | Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)   | Retain 5 years provided a satisfactory audit has been completed.   |                           |
| 20.024        | Fiscal, Food Service Records (a) Breakfast Program Records  | Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed. | 603 CMR 32.05(12)         |
| 20.025        | Fiscal, Food Service Records (b) Commodity Distribution Program Records   | Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed. | 603 CMR 31.06(13)         |
| 20.026        | Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records                 | Retain 3 years.  | 603 CMR 34.07(1(k))       |
| 20.027        | Fiscal, Food Service Records (d) Lunch Program Records  | Retain 3 years after the end of the fiscal year to which they pertain, provided a  | 603 CMR 29.05(17)         |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR           |
|---------------|---|--|---------------------|
|               |   | satisfactory audit has been completed.   |                     |
| 20.028        | Fiscal, Food Service Records (e) Milk Program Records           | Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed. | 603 CMR 30.13(2)    |
| 20.029        | Fiscal, Food Service Records (f) Paid Invoices                  | Retain 7 years, provided a satisfactory audit has been completed.  |                     |
| 20.030        | Fiscal, Food Service Records (g) Policies and Memoranda         | Retain 3 years if no informational or evidential value.  |                     |
| 20.031        | Fiscal, Food Service Records (h) Reimbursement Claims           | Retain 7 years, provided a satisfactory audit has been completed.  |                     |
| 20.032        | Fiscal, Invoice Warrant   | Retain until completion of satisfactory audit.   |                     |
| 20.033        | Fiscal, Ledger, Agency and Trust Accounts                       | Retain 10 years.   |                     |
| 20.034        | Fiscal, Ledger, Appropriation                                   | Retain 10 years.   |                     |
| 20.035        | Fiscal, Ledger, General   | Retain 10 years.   |                     |
| 20.036        | Fiscal, Reimbursement Claims                                    | Retain 7 years, provided a satisfactory audit has been completed.  |                     |
| 20.037        | Fiscal, School Aid Records                                      | Retain until completion of satisfactory audit.   | 603 CMR 10.03-10.19 |
| 20.038        | Fiscal, Supporting Cost, Allocation and Computation             | Retain until completion of satisfactory audit.   |                     |
| 20.039        | Payroll, Fiscal, Blue Cross, Reports to                         | Retain 3 years.  |                     |
| 20.040        | Payroll, Payroll, Substitute Teacher Attendance Report          | Retain until completion of satisfactory audit.   |                     |
| 20.041        | Payroll, Retirement Ledgers                                     | Permanent.   | c. 32 s. 20         |
| 20.042        | Payroll, Substitute Teacher Employment Applications             | Retain 3 years after termination of employment.  |                     |
| 20.043        | Payroll, Tax Exemption Certificate                              | Retain 5 years or until administrative use ceases, whichever is later.   |                     |
| 20.044        | Payroll, Tuberculosis; Report of School Personnel, Freedom from | Retain 3 years upon reverification.  | c. 71 s. 55B        |
| 20.045        | Payroll, Vacancy, Posting of Teaching                           | Retain 3 years.  |                     |
| 20.046        | Payroll, Weekly, Biweekly or Monthly Payroll                    | Retain until completion of satisfactory audit, provided recorded elsewhere in a summary record.                          |                     |
| 20.047        | Payroll, Work Sheets  | Retain until completion of satisfactory audit.   |                     |

## 21 Sealers of Weights and Measures

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                                     |
|---------------|---|--|---|
| 21.001        | Administration, Annual Report   | Retain until completion of satisfactory audit.   | c. 98 ss. 34, 35, 36, 37                      |
| 21.002        | Administration, Certification of Sealer's Equipment; retention after retesting and renewal. | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 98 s. 2                                    |
| 21.003        | Administration, Field Book - Sealing and Adjustment Record                                  | Retain until completion of satisfactory audit.   | c. 98 ss. 25, 34, 35, 36, 41, 42, 43          |
| 21.004        | Administration, Office Record and Ledger  | Permanent.   | c. 98 ss. 34, 35, 36                          |
| 21.005        | Administration, Receipts from Treasurer   | Retain until completion of satisfactory audit.   | c. 98 ss. 34, 35, 36                          |
| 21.006        | Field Records, Adjustments - Sealing - Not Sealed - Condemnations (Field Card)              | Retain 3 years beyond date of last entry.  | c. 98 s. 42                                   |
| 21.007        | Field Records, Commodities Reweighing Record  | Retain 3 years.  | c. 98 s. 34                                   |
| 21.008        | Field Records, Field Inspections and Test (Markings - Licenses - Systems - Certificates)    | Retain 3 years.  | c. 98 ss. 14A, 16, 18, 20, 21, 23, 42, 46, 51 |
| 21.009        | Field Records, Fuel Delivery Inspection   | Retain 3 years.  | c. 94 ss. 303F, 245                           |
| 21.010        | Field Records, Hawkers and Peddlers Inspection  | Retain 3 years.  | c. 101 s. 27                                  |
| 21.011        | Field Records, Merchants Equipment Record   | Retain 3 years beyond date of last entry.  |   |
| 21.012        | Field Records, Meter Test Record (Sealing or Retest)  | Retain 3 years.  | c. 98 s. 42                                   |
| 21.013        | Field Records, Petroleum Delivery Inspection Record   | Retain 3 years.  | c. 98 s. 34                                   |
| 21.014        | Field Records, Summary of Trial Weighing  | Retain 1 year.   |   |
| 21.015        | Field Records, Summary Record of Field Inspections and Tests Made                           | Retain 1 year.   |   |
| 21.016        | Field Records, Tank Truck Calibration Record  | Retain 1 year beyond discontinuance of apparatus.  | c. 98 s. 42                                   |
| 21.017        | Field Records, Taxi Inspection  | Retain 3 years.  | c. 98 ss. 42, 45                              |
| 21.018        | Field Records, Unit Pricing Inspection  | Retain 1 year.   | c. 6 s. 115A                                  |





## 22 Selectmen

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                                      |
|---------------|---|--|--|
| 22.001        | Accounts and Receipts of Collector  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 60 s. 94                                    |
| 22.002        | Administration, Appeal to Appellate Tax Board (ATB); retention after final settlement.  | Retain 3 years.  | c. 59 s. 7                                     |
| 22.003        | Administration, Appointment Certificate; retention after termination of appointment.  | Retain 3 years.  | c. 41 s. 23C                                   |
| 22.004        | Administration, Appropriation forms for the payment of unpaid bills of previous years (a) Certificate of Order; retention after completion of satisfactory audit.             | Retain 7 years.  | c. 44 s. 64                                    |
| 22.005        | Administration, Appropriation forms for the payment of unpaid bills of previous years (b) Certificate of Delivery; retention after completion of satisfactory audit.          | Retain 7 years.  | c. 44 s. 64                                    |
| 22.006        | Administration, Appropriation forms for the payment of unpaid bills of previous years (c) Certificate of Receipt; retention after completion of satisfactory audit.           | Retain 7 years.  | c. 44 s. 64                                    |
| 22.007        | Administration, Appropriation forms for the payment of unpaid bills of previous years (d) Certificate of Services Rendered; retention after completion of satisfactory audit. | Retain 7 years.  | c. 44 s. 64                                    |
| 22.008        | Administration, Civil Service Forms   | Permanent.   |  |
| 22.009        | Administration, Employment Applications (a) hired employee.   | Permanent.   |  |
| 22.010        | Administration, Employment Applications (b) unhired.  | Retain 3 years.  |  |
| 22.011        | Administration, Rules for Police Stations, Lock-ups, Jails, etc.; retention until superseded.   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 111 s. 21                                   |
| 22.012        | Administration, Schedule of Departmental Bills Payable  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 41 s. 51                                    |
| 22.013        | Administration, Special Town Meeting Petitions  | Permanent.   | c. 39 s. 10                                    |
| 22.014        | Administration, Treasury Warrants   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 41 s. 60                                    |
| 22.015        | Animal Control, Complaint against vicious or barking dog  | Retain 5 years.  | c. 140 s. 157                                  |
| 22.016        | Animal Control, Warrant returned from police officer, constable and/or dog officer  | Retain 5 years.  | c. 140 s. 152                                  |
| 22.017        | Animal Control, Warrant to police officer, constable and/or dog officer   | Retain 5 years.  | c. 140 s. 153                                  |
| 22.018        | Boundary Records, Boundary Triangulation Points (as determined by State D.P.W.)   | Permanent.   | c. 42 s. 9                                     |
| 22.019        | Boundary Records, Descriptions of Obliterated Town Markers  | Permanent.   | c. 42 s. 10                                    |
| 22.020        | Boundary Records, Perambulation Records   | Permanent.   | c. 42 s. 2 (as amended by c. 231 Acts of 1973) |
| 22.021        | Boundary Records, Plan of Boundary Change   | Permanent.   | c. 42 s. 7                                     |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR          |
|---------------|--|--|--------------------|
| 22.022        | Boundary Records, Proposal for Boundary Change   | Permanent.   | c. 42 s. 7         |
| 22.023        | Boundary Records, Ratification and Acceptance of Boundary Change by General Court      | Permanent.   | c. 42 s. 7         |
| 22.024        | Boundary Records, Receipts for registered notices to contiguous towns.                 | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 42 s. 2         |
| 22.025        | Education, Regional School District Annual Report                                      | Permanent.   | c. 71 s. 16        |
| 22.026        | Education, Regional School District Organization Proposal                              | Permanent.   | c. 71 s. 15        |
| 22.027        | Education, Regional School District Planning Board Report                              | Permanent.   | c. 71 s. 15        |
| 22.028        | Elections, Education, Notice of Vacancy in General Court                               | Retain 1 year from filling of vacancy.   | c. 54 s. 141       |
| 22.029        | Elections, Notice of Vacancy in County Office  | Retain 1 year from filling of vacancy.   | c. 54 ss. 143, 144 |
| 22.030        | Elections, Notice of Vacancy in Municipal, County or State Office Caused by Retirement | Retain 1 year from filling of vacancy.   | c. 50 s. 6A        |
| 22.031        | Employment Service Record  | Retain 20 years following termination of employment.   |                    |
| 22.032        | General, Deeds/Leases  | Permanent.   |                    |
| 22.033        | General, Jury Service Questionnaire  | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 234 s. 4        |
| 22.034        | General, Notice of Strike or Lockout   | Retain 5 years.  | c. 150 s. 3        |
| 22.035        | General, Report of Insurance Commissioner Relating to Retirement Board                 | Permanent.   | c. 32 s. 21        |
| 22.036        | General, Report of Insurance Commissioner Relating to Weighing and Measuring           | Permanent.   | c. 32 s. 32        |
| 22.037        | General, Report of Violations Relating to Weighing and Measuring                       | Permanent.   | c. 92 s. 32        |
| 22.038        | Licenses and Permits, Application for License (a) License Granted                      | Retain 3 years past duration of license.   |                    |
| 22.039        | Licenses and Permits, Application for License (b) License Denied                       | Retain 3 years.  |                    |
| 22.040        | Licenses and Permits, Application for Permit (a) License Granted                       | Retain 3 years past duration of license.   |                    |
| 22.041        | Licenses and Permits, Application for Permit (b) License Denied                        | Retain 3 years.  |                    |
| 22.042        | Licenses, Alcoholic Beverages, Application for License                                 | Permanent.   | c. 138 s. 15A      |
| 22.043        | Licenses, Alcoholic Beverages, Application for Transfer of License                     | Permanent.   | c. 138 s. 15A      |
| 22.044        | Licenses, Alcoholic Beverages, Change of Location or Manager Position                  | Permanent.   | c. 138 s. 15A      |
| 22.045        | Licenses, Alcoholic Beverages, Club License  | Retain 7 years after termination.  | c. 138 s. 12       |
| 22.046        | Licenses, Alcoholic Beverages, Common Victualer License                                | Retain 7 years after termination.  | c. 138 s. 12       |
| 22.047        | Licenses, Alcoholic Beverages, Letter of Approval to ABCC                              | Permanent.   | c. 6 s. 44         |
| 22.048        | Licenses, Alcoholic Beverages, Retail Package Goods License                            | Retain 7 years after termination.  | c. 138 s. 15       |
| 22.049        | Licenses, Tavern License   | Retain 7 years after termination.  | c. 138 s. 12       |

## 23 Shellfish Constable

| Series Number | Description of Record                                    | Length of Time Required to Retain Record  | MGL / CMR                                      |
|---------------|--|---|--|
| 23.001        | Catch Reports (Daily or Monthly)                         | Retain 1 year following filing of annual report to Division of Marine Fisheries (DMF).  |  |
| 23.002        | Closure, Notices of                                      | Retain 3 years following reopening of area.   | c. 130 ss. 53, 54, 74, 74A, 75, c. 260 s. 4    |
| 23.003        | License and Permit Stubs and Duplicates                  | Retain 1 year following satisfactory completion of audit.   | c. 130 ss. 52, 53                              |
| 23.004        | License Applications                                     | Retain 1 year following expiration, provided satisfactory audit has been completed.   | c. 130 ss. 52, 53                              |
| 23.005        | Noncriminal Violation Citations                          | Retain 1 year following satisfactory completion of audit unless complaint issued, then retain 1 year following audit following final disposition of case. | c. 40 s. 21D                                   |
| 23.006        | Predator Control Permits and Reports                     | Retain 5 years.   | 50 CFR 13.46, 21.41                            |
| 23.007        | Purification Plant, Reports of Transport of Shellfish to | Retain 3 years.   | c. 130 s. 75, 322<br>CMR 10.07(5), c. 260 s. 4 |
| 23.008        | Relay Permits  | Retain 1 year following reopening of area.  | c. 130 s. 75                                   |
| 23.009        | Seed Permits   | Retain 1 year following expiration.   | c. 130 s. 69                                   |
| 23.010        | Shellfish Conservation and Management Plan               | Retain until superseded.  | c. 130 s. 75                                   |
| 23.011        | Shellfish Grant Files                                    | Retain 7 years following expiration of grant.   | c. 130 ss. 57-68A                              |



## 24 Treasurer

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR                   |
|---------------|---|--|-----------------------------|
| 24.001        | Bills Receivable, Schedules of. Form AD 34, 35                    | Retain until completion of satisfactory audit.   | c. 41 s. 35                 |
| 24.002        | Bonds, Performance, Assistant Treasurer                           | Retain 7 years from expiration date.   | c. 41 s. 39A                |
| 24.003        | Bonds, Performance, Temporary Officer (C)                         | Retain 7 years from expiration date.   | c. 41 s. 61A                |
| 24.004        | Bonds, Performance, Temporary Officer (T)                         | Retain 7 years from expiration date.   | c. 41 s. 40                 |
| 24.005        | Bonds, Performance, Treasurer                                     | Retain 7 years from expiration date.   | c. 41 ss. 35, 44, 46        |
| 24.006        | Bonds, Performance, Treasurer to Comm. on Children's Health Camps | Retain 7 years from expiration date.   | c. 111 ss. 62C, 62D         |
| 24.007        | Cash Books  | Permanent.   |                             |
| 24.008        | Collector's Payments to Treasurer, Schedule of. Form AD 7, 8, 397 | Retain until completion of satisfactory audit.   | c. 60 s. 2                  |
| 24.009        | Departmental Payments to Treasurer, Schedule of. Form AD 9, 10    | Retain until completion of satisfactory audit.   | c. 41 s. 35                 |
| 24.010        | Deposit Books   | Retain until reconciliation of appropriate bank statement or statements.                         | c. 44 s. 23                 |
| 24.011        | Disallowance, Notices of  | Retain 6 years.  | c. 41, s. 52                |
| 24.012        | Dog Licenses, Monthly Return of. Form DL6                         | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 140 s. 147               |
| 24.013        | Dog Licenses, Record of Payment for                               | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 140 s. 149               |
| 24.014        | Earning Records, Employees  | Permanent.   |                             |
| 24.015        | Fines and Forfeitures (from Superior Court), Certificates of      | Retain until completion of satisfactory audit.   | c. 280 s. 7                 |
| 24.016        | Laws, Published (from State Secretary)                            | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 5 s. 3                   |
| 24.017        | Loans, Bond Certificates and Coupons, Cancelled                   | Retain 7 years after debt retired, provided a satisfactory audit has been completed.             | c. 41 s. 57                 |
| 24.018        | Loans, Borrowing, Report on                                       | Retain 7 years, provided a satisfactory audit has been completed.                                | c. 44 s. 28                 |
| 24.019        | Loans, Debt Records   | Permanent.   | c. 44 s. 23                 |
| 24.020        | Loans, Notes and Certificates of Indebtedness, Cancelled          | Retain 7 years after debt retired, provided a satisfactory audit has been completed.             | c. 44 ss. 23, 24, 25        |
| 24.021        | Loans, Payment of Notes, Report to Director Concerning            | Retain 7 years, provided a satisfactory audit has been completed.                                | c. 44 s. 25                 |
| 24.022        | Process, Service of   | Retain until administrative use ceases. Permission from Supervisor not required for destruction. | c. 223 s. 37                |
| 24.023        | Public Welfare Lien, Certificate for Discharge of. Form 490       | Permanent.   | ch. 885 s. 28, acts of 1969 |
| 24.024        | Receipts, Schedule of. Form AD11                                  | Retain until completion of satisfactory audit.   | c. 41 ss. 35, 50            |
| 24.025        | Retirement Records  | Permanent.   | c. 32 s. 23                 |
| 24.026        | Tax Abatements, Notice of   | Retain until final settlement of levy or completion of satisfactory audit, whichever is later.   | c. 59 s. 23B                |

| Series Number | Description of Record  | Length of Time Required to Retain Record   | MGL / CMR                   |
|---------------|--|--|-----------------------------|
| 24.027        | Tax Exemption Certificates (M-4; W-4; 4-E)   | Retain 5 years or until administrative use ceases, whichever is later.   |                             |
| 24.028        | Tax Titles, Account (with Betterment Assessments). Form 48B                            | Permanent.   | c. 60 s. 50                 |
| 24.029        | Tax Titles, Account (without Betterment Assessments). Form 48A                         | Permanent.   | c. 60 s. 50                 |
| 24.030        | Tax Titles, Account. Form 410  | Permanent.   | c. 60 s. 50                 |
| 24.031        | Tax Titles, Affidavit, Application for; to Foreclose Land of Low Value. Form 451       | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60. s. 79                |
| 24.032        | Tax Titles, Assignment, Instrument of. Form 431  | Permanent.   | c. 60 s. 52                 |
| 24.033        | Tax Titles, Assignment, Notice of Intention. Form 430                                  | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 s. 52                 |
| 24.034        | Tax Titles, Commissioner, Statement to. Form 452A                                      | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.  | c. 60 s. 79                 |
| 24.035        | Tax Titles, Deed - Insufficient Bid. Form 324  | Permanent.   | c. 60 ss. 48, 50            |
| 24.036        | Tax Titles, Deed to Municipality - Land of Low Value. Form 475                         | Permanent.   | c. 60 ss. 79, 80            |
| 24.037        | Tax Titles, Deed to Person - Land of Low Value. Form 474                               | Permanent.   | c. 60 s. 79                 |
| 24.038        | Tax Titles, Deeds and Instruments of Taking, Receipts for. Form 411                    | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 ss. 53, 54            |
| 24.039        | Tax Titles, Final Disposition, Notice to Collector of. Form 486                        | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.  | c. 60 s. 76                 |
| 24.040        | Tax Titles, Redemption, Certificate of Partial. Form 442                               | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 s. 76A                |
| 24.041        | Tax Titles, Redemption, Certificate of Receipt for Money Paid for Purpose of. Form 440 | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 ss. 62, 63 (Ter. Ed.) |
| 24.042        | Tax Titles, Redemption, Instrument of - Title in Municipality. Form 441                | Permanent.   | c. 60 s. 62                 |

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR         |
|---------------|---|--|-------------------|
| 24.043        | Tax Titles, Redemption, Receipt of Partial Payment of*. Form 433                      | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 s. 62       |
| 24.044        | Tax Titles, Residence, Statement of   | Permanent.   | c. 60 s. 47       |
| 24.045        | Tax Titles, Sale, Custodian's Notice of*. Form 472                                    | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 s. 77B      |
| 24.046        | Tax Titles, Sale, Notice of - Land of Low Value (Foreclosure of Tax Title). Form 470A | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction. | c. 60 ss. 79, 80B |
| 24.047        | Tax Titles, Sale, Notice of - Land of Low Value. Form 470                             | Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.  | c. 60 s. 79       |
| 24.048        | Tax Titles, Taking, Instrument of. Form 301   | Permanent.   | c. 60 ss. 53, 54  |
| 24.049        | Tax Withholding Statements. Form W-2, M-2   | Retain 5 years, provided a satisfactory audit has been completed.  | c. 162B           |
| 24.050        | Taxation, Notice of Amount to be Raised by  | Retain until final settlement of levy or completion of satisfactory audit, whichever is later.   | c. 59 s. 23A      |
| 24.051        | Taxation, Warrants, Bill and Payroll (T1, T2, C1, C2). Form T1, T2, C1, C2.           | Retain until completion of satisfactory audit.   | c. 41, s. 56      |





## 25 Veterans' Service Agent

| Series Number | Description of Record   | Length of Time Required to Retain Record   | MGL / CMR         |
|---------------|---|--|-------------------|
| 25.001        | Administration, Audit of Monthly Report. Form VS-7  | Retain 7 years.  |                   |
| 25.002        | Administration, Individual Payment Ledgers to Recipient; retention after reimbursement by state.          | Retain until administrative use ceases. Permission from Supervisor not required for destruction.   |                   |
| 25.003        | Administration, Monthly Reports to Commissioner. Form VS-5 and VS-6                                       | Retain 7 years.  | c. 115 s. 6       |
| 25.004        | Burial Records, Affidavit Relative to Burial of Veterans  | Retain until information is transferred onto "Grave Registration Card."  | c. 115 s. 8       |
| 25.005        | Burial Records, Application for Burial Expense (VS-9)   | Retain until receipt of "Return of Expense for Burial."  | c. 115 s. 8       |
| 25.006        | Burial Records, Death Report  | Retain until information is transferred onto "Grave Registration Card."  |                   |
| 25.007        | Burial Records, Grave Registration Card   | Permanent.   | c. 115 s. 9       |
| 25.008        | Burial Records, Return of Expense for Burial  | Retain 7 years, or completion of satisfactory audit, whichever is later.   | c. 115 s. 8       |
| 25.009        | Case History File, Adjutant. Form AGO-10  | Permanent.   | c. 115 s. 5       |
| 25.010        | Case History File, Armed Forces Discharge Papers  | Permanent.   | c. 115 ss. 3, 3A  |
| 25.011        | Case History File, Assignment, Discharge of   | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5       |
| 25.012        | Case History File, Assignment, Form of  | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5       |
| 25.013        | Case History File, Assignment, Notice of  | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5       |
| 25.014        | Case History File, Assignment, Partial Discharge of   | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5       |
| 25.015        | Case History File, Bank Report  | Retain until reconciliation of Entire Case History File, only if bank has indicated there are funds in the account, otherwise until termination of case. | c. 115 s. 2       |
| 25.016        | Case History File, Entire Case History File   | Retain 20 years after last assistance granted, provided no indications of dependent claims in the future.  |                   |
| 25.017        | Case History File, Income Report of Household Members   | Retain until termination of case.  |                   |
| 25.018        | Case History File, Lien, Certificate of. Form VS-25   | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5A      |
| 25.019        | Case History File, Lien, Discharge of. Form VS-26   | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5A      |
| 25.020        | Case History File, Lien, Subordination Agreement. Form VS-12  | Retain until reconciliation of Entire Case History File.   | c. 115 s. 5A      |
| 25.021        | Case History File, Medical Report   | Retain until termination of case.  |                   |
| 25.022        | Case History File, Order for Emergency Supplies (Food Order Book)   | Retain until termination of case.  |                   |
| 25.023        | Case History File, Paid Medical Insurance Premiums  | Retain until monthly audit or on destruction of VS-21A.  |                   |
| 25.024        | Case History File, Proof of Dependence i.e., Birth and Marriage Certificates, Divorce and Adoption Papers | Retain until reconciliation of Entire Case History File.   |                   |
| 25.025        | Case History File, Unemployment Compensation Report (DES Inquiry)   | Retain until termination of case.  |                   |
| 25.026        | Case History File, Veterans' Benefits, Application of. Form VS-1  | Retain until reconciliation of Entire Case History File.   | c. 115 s. 2, 4, 5 |
| 25.027        | Case History File, Veterans' Benefits, Recommendation. Form VS-21A  | Retain until completion of satisfactory audit.   | c. 115 s. 2, 4, 5 |
| 25.028        | Case History File, Wage Report  | Retain until termination of case.  |                   |



## **SELECTED SUPERVISOR OF RECORDS BULLETINS**

On the following pages, you will find copies of selected bulletins issued by the Supervisor of Records. For a complete list of Supervisor of Records Bulletins, please visit our Web site at:  
<http://www.sec.state.ma.us/arc/arcrmu/rmubul/bulidx.htm>



## **SPR Bulletin 4-96**

### **Fees for Access and Copying of Electronic Public Records**

TO: Public Records Custodians

SUBJECT: Fees for Access and Copying of Electronic Public Records

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance to custodians on how to compute the applicable fees for copying and accessing electronic records

#### **BACKGROUND:**

The Public Records Law clearly applies to the disclosure of electronic records. The computer enhances government's ability to provide information in various formats not available on paper. Additionally, the computer enables the custodian to merge files or manipulate data in order to create new records. The government is entitled to charge certain costs associated with compliance with requests for data in magnetic media.

#### **FINDINGS:**

The term "public records" is broadly defined to include all documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any municipality or agency of the Commonwealth, unless falling within a statutory exemption. G. L. c.4, § 7(26)(a-m) (1994 ed.). Therefore, the Public Records Law clearly applies to government records generated, received, or maintained electronically.

Public records, and any non-exempt, segregable portions thereof, are subject to mandatory disclosure upon request and upon payment of a reasonable fee. Accordingly, a custodian may withhold exempt information within a record but must disclose any public portions. A custodian may recover costs incurred when complying with public records requests, including costs associated with searching for the record and segregating any exempt information. Segregation may be accomplished by blocking out exempt information on a copy of the record, or through electronic segregation prior to disclosure.

#### **ACTIONS:**

1. Unless otherwise established by statute, a records custodian may charge no more than the following fees for copies of public records: twenty cents (\$.20) a page for photocopies, twenty-five cents (\$.25) for copies maintained on microfilm or microfiche, fifty cents (\$.50) a page for computer printout copies and for copies of records not susceptible to ordinary means of reproduction (such as oversized documents, audio tapes and computer tapes), the actual cost incurred may be assessed. When the cost of complying with a public records request is expected to exceed ten dollars (\$10.00), the records custodian shall provide the requester with a written, good faith estimate of the costs involved.

2. The Public Records Access Regulations (Regulations) also allow a record custodian to assess a fee for a search of computerized records based on the actual cost incurred from the use of the computer. 950 CMR 32.06(1)(e). The only such "actual costs" which may be recovered are: the cost of the energy consumed during use, the materials used, and the prorated salary of the computer operator. Minimum fees may not be imposed for the inspection, or copying, of a public record.

3. There is no basis in the Public Records Law or Regulations for recovering the costs incurred in developing the database or entering information. These costs are incurred by a custodian in the daily operations of the office and are not the direct result of complying with a request for public records. Therefore, such costs cannot be passed along to a requester.

4. A custodian has a duty to write a program to segregate exempt information from non-exempt computerized information. See G. L. c.66, §10 (1994 ed.) (custodial duty to segregate). Again, only the actual costs incurred may be assessed for compliance.

5. In certain instances, the reprogramming necessary to comply with a request in a specific format is tantamount to creating a document, rather than segregating an existing record. A record holder's duty to comply with requests for information extends only to records that are in existence and in his custody. There is no obligation to create a record in response to a public records request. Since the newly created record is not within the statutory definition of "public records," the Regulations do not apply and the custodian may assess any reasonable fee for such reprogramming to create a document.

6. Requests for on-line access to records or for a subscription service to certain information constitute prospective requests. Since those records are not yet in existence at the time of the request, they are also outside the purview of the Regulations and the custodian may set the fee for such access.

7. A custodian may be reimbursed only once for the cost of the programming necessary to comply with a public records request. Once a program is written, a custodian may not recover the cost of writing the program each time that program is used. Rather, that program becomes part of the municipality's files and the custodian may assess only the cost of reproducing the particular record.

8. A custodian may require payment of the fee prior to complying with a public records request. See 950 CMR 32.05(6) (requester is entitled to one copy of a public record or any desired portion of a public record upon payment of a reasonable fee).

## **SPR Bulletin 1-99 Electronic Mail**

TO: Public Records Custodians

SUBJECT: Electronic mail

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin supersedes SPR Bulletin No. 5-92 and provides information and requirements for the management and disposition of electronic mail sent and received by public officials.

### **BACKGROUND:**

Electronic mail (email) is a document created, transmitted and received by a computer system or other electronic form of written communication. Like the telephone, email allows instant communication. Like traditional mail, it creates a durable written record of messages delivered and received. Email use has grown rapidly and it has emerged as a major means for both communication and business activities in all segments of society.

Messages sent by email vary in substance and content. It may contain formal or informal data and text used supporting or executing business activities and policy decisions. The growth of email and the importance of the messages it carries, make it imperative that government offices take steps to effectively manage and control this medium.

### **FINDINGS:**

1. For the purpose of this bulletin, email is defined as any message created and received on an electronic mail system. An electronic mail system is a service that provides facilities for creating messages, transmitting them through a network and displaying them on a recipient's computer terminal. The email message may be text or word processing documents, spreadsheets or other data compilations transmitted through such a system.
2. All email created or received by an employee of a government unit is a public record. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics. G. L. c. 4, § 7(26). Email is, therefore, a public record and it is subject to the requirements of the Public Records Law. G. L. c. 66.
3. All email messages are subject to public access and disclosure through the provisions of the Public Records Law. G. L. c. 66, § 10.
4. All email messages may be sought and obtained through the discovery process in litigation and may be admissible as evidence in a court of law.
5. In most cases, simply deleting a message does not actually 'delete' the message. The "delete" key merely removes the electronic pointers to the file. The actual file may remain on the computer system indefinitely unless it is properly expunged from the system. Questions regarding that process should be addressed to your systems administrator. Copies of messages may also be retained independently on system backups. Regardless of the intent to delete the message, as long as it exists, it continues to be subject to discovery.
6. Although email is analogous to paper correspondence, the courts have found that there are indeed, differences between the two records. The contextual data (the "envelope" that contains the mailing address, date/time stamp, routing instructions and transmission and receipt information) that accompanies email messages constitutes an integral part of the record and thus must be retained as a part of any printed or stored version of the record. *Armstrong v. Executive Office of the President*, 810 F.Supp. 335 (D.D.C. 1993).

7. Email systems are a corporate resource. Email systems in use in government offices are government property installed and maintained for the conduct of government business. The office may and should exercise control over the use of the resource by employees and has the right to monitor and read employee email.

#### **ACTIONS:**

1. Any employee or officer of the Commonwealth who creates or receives an email message must review said message for content. Once a determination has been made regarding the subject matter involved in the communication, the employee or officer must consult the retention schedules for his\her agency or municipality in order to determine the lifecycle of that particular record. Necessary and proper records management procedures must then be implemented to ensure that the record is preserved for the proscribed retention period. G. L. c. 4, § 7(26)(a-m).

2. Email must be managed as a part of the office's records holdings. Email messages are subject to the same records management principles as all other records of the office. Records retention schedules issued by the Supervisor of Public Records (for local governments) and by the Records Conservation Board (for state government offices) must be implemented for email as well as for analogous paper records.

3. Email systems are not record-keeping systems. All email users must screen and evaluate email messages according to "CONTENT."

4. Once the CONTENT or subject matter of the message is determined, the user must consult their agency's record retention schedule and the Statewide Disposition Schedule (for State Agencies) or the Records In Common Schedule (for municipalities) to determine how long the record must be preserved.

5. Once the applicable retention period has been determined, the user should print out the email message and file it in accordance with the entity's paper filing system procedures.

6. Email messages which are too large to print or do not print accurately should be stored electronically, again depending upon content and retention period. These messages should be saved to the office's electronic record-keeping system. Please consult your agency's Record Liaison officer, computer technical people or your systems engineer for assistance in this regard.

7. All government offices must establish written policies regarding their email systems. Said policies must ensure that their system is capable of displaying and preserving the contextual data (metadata) associated with the email message to ensure the capture and preservation of a complete record. Any email message which is printed to preserve content must contain the metadata in its complete form.

8. Government offices must ensure that all personnel who will be handling email are properly trained to insure compliance with this policy.



## **SPR Bulletin 3-96**

### **Application of the Public Records Law to Electronic Records Access**

TO: Public Records Custodians

SUBJECT: Application of the Public Records Law to Electronic Records Access

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance to records custodians on their duties and obligations to respond to requests for information in a computer medium

#### **BACKGROUND:**

Freedom of information laws give life to the rights of free speech and meaningful electoral participation by providing a mechanism for holding government accountable. The computer generally enhances the government's ability to collect, compile, manipulate and disseminate information. Certainly, as the manner in which government information is maintained evolves, the means of accessing such information must experience a parallel evolution to preserve a meaningful right of access. Limiting the public's rights of access to only paper records at a time when the government is using a far more efficient means of reviewing information, is an effective denial of this right to meaningful access.

#### **FINDINGS:**

The term "public records" is broadly defined to include all documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any city, town, or agency of the Commonwealth, unless falling within a statutory exemption. G. L. c.4, § 7(26)(a-m) (1994 ed.) (emphasis added.). A literal reading of this statute necessarily leads to the conclusion that the availability of information in the custody of Massachusetts governmental entities is dependent upon the substance of the information, rather than the form in which it is maintained. This means that records created or maintained on a computer are subject to the disclosure requirements of the Public Records Law.

Many cities and towns do not have the ability to maintain advanced computer capabilities. Therefore, in order to maximize efficiency, several municipalities have contracted with private companies to computerize and maintain various city and town records. There is nothing in the Public Records Law which prohibits a city or town from engaging in such a relationship. See G. L. c.66, §10 (1994 ed.) (Public Records Law). However, the records do not become the private property of the company. Moreover, the municipality cannot contract away its public records duties. Consequently, a provision in the contract between the municipality and the private computer company prohibiting the dissemination of information cannot serve as a basis for non-disclosure in response to a public records request.

#### **ACTIONS:**

1. Obligations of the legal custodian. Under the Public Records Law, the government records custodian who creates or receives records in his capacity as a government official is primarily responsible for providing access to its records. This legal custodian cannot, consequently, insist that a requester seek access from the service bureau within the agency (government MIS department, data processing division, etc.) or outside the government operation (private company). The legal custodian of the records is obligated to obtain requested records from that service bureau and provide access to them upon request.

2. Records not yet in existence. A record holder's duty to comply with requests for information extends only to records that are in existence and in his custody. There is no obligation to create a record in response to a public records request. G. L. c.66, §10(a) (1994 ed.). Accordingly, a government agency, or a private company acting in its behalf, would not be obligated to create programs which essentially produce a new record in response to a public records request. This does not mean that the agency cannot write such programs; only that it is not required to do so. The writing of such new programs by, or on behalf of, the government agency, is considered the creation of a record and is done outside the realm of the Public Records Law. Therefore, as long as there is a requester who is willing to pay for this programming to create a new record, the government agency may establish whatever fee it deems appropriate. However, that fee may only be assessed once. Once the government agency is in possession of that newly designed program, the records generated thereby are subject to mandatory disclosure upon request. G. L. c.4, §7(26) (1994 ed.). Additionally, once the program is in existence, the municipality may only charge fees in accordance with the Public Records Law.

3. Segregation. Public records, and any non-exempt, segregable portions thereof, are subject to mandatory disclosure upon request. It is the burden of the record custodian to demonstrate the application of an exemption in order to withhold a requested record. Therefore, a custodian is obligated to segregate exempt information from that which is public and provide an independent public record. G. L. c.66, §10(a) (1994 ed.) (custodial duty to segregate). Segregation must also be accomplished when responding to requests for electronic records. Computer segregation may involve programming. If compliance involves writing a program to segregate information, then the custodian must do so. Writing a program to manipulate data or combine data from various sources so that the end product is truly a new record is not required, but as stated above, is permissible.

4. Prospective requests. Requests for electronic records which are prospective in nature, such as an on-line subscription or monthly updates of information, will not be subject to the Public Records Access Regulations since the request is actually for a record not yet in existence. Such a request exceeds the purview of the Public Records Law, therefore the custodian is able to set her own reasonable fees for compliance.

5. Software. A custodian is not obligated to provide copies of a computer program. A computer program in and of itself is a tool used in the processing of data rather than a "record," and therefore is not subject to mandatory disclosure.

6. Format and medium. A custodian is not obligated to provide information in a format or medium which is compatible to every requester. That is, if a custodian is able to provide information in a compatible format or medium, then he or she is obligated to do so. However, the burden is not on the custodian to convert data to be compatible with the requester's system. A records custodian must provide the information in whatever format it is capable of generating. The requester is then responsible for converting the data into the desired format.

## **SPR Bulletin 1-96**

### **Backing up and Archiving of Electronic Records**

TO: Public Records Custodians

SUBJECT: Backing up and Archiving of Electronic Records

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance for the protection and storage of public records in electronic format through the use of back ups and archiving.

#### **BACKGROUND:**

Government information created and maintained by electronic systems is an important public resource. Proper administration of this information entails protecting it from a variety of hazards, and preserving portions of it for future reference and use. Two different, although frequently confused, methods are used to secure these ends.

Good business practice requires that security copies or backups of electronic records be made periodically to guard against data loss. Backup generally entails the copying of the entire system content to disk or tape for off-site storage. The frequency of the back up is determined by business needs but is generally on a weekly or daily basis. Since these copies are designed to protect against business interruption, they are generally overwritten and reused once that need is past.

Because the backups contain the undifferentiated system content, however, they should not be used for longer-term off-line data storage. Such use is an uneconomic use of media and puts data at risk of inadvertent loss since the backup is, by definition, destined for erasure. Where off-line data storage is needed, data should be archived to dedicated disk or tape libraries, allowing for easy identification and retrieval of information.

#### **FINDINGS:**

Backups of electronic media are security copies the creation, retention and reuse of which are mandated by the business needs of the organization. The content, organization, and intended use of backups does not render them desirable as a medium for prolonged off-line storage of data.

Backup and archiving requirements apply to all computer environments, but will be implemented by different personnel depending on the environment. In a mainframe or network environment, systems and network administrators will implement backup and archiving. In a PC environment, implementation must be at the level of the individual user.

#### **ACTIONS:**

1. Offices should implement policies governing the backing up and archiving of information in electronic media specifying frequency of backup, and identifying those records to be archived.
2. As copies, rather than original records, data on backup tapes and disks may be erased, overwritten or otherwise destroyed without the permission of the Supervisor of Public Records or the Records Conservation Board. Backups need not and will not be included on disposal schedules approved by the Supervisor or the Records Conservation Board.
3. Off-line storage of data should be to dedicated archive disks and tapes. Standard practices for identification and retrieval of archived data should be implemented.
4. Archive disks and tapes constitute original records and must be listed on records disposal schedules approved by the Supervisor of Public Records or the Records Conservation Board. Information contained in these records may not be destroyed without the permission of the Supervisor of Public Records or the Records Conservation Board.



## **SPR Bulletin 1-07**

### **Minutes of Meetings**

TO: Public Records Custodians

SUBJECT: **Minutes of Meetings**

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides information and requirements for the management and provision of meeting minutes kept pursuant to the Open Meetings Law and the Massachusetts Public Records Law.

#### **BACKGROUND:**

One of the fundamental principles of a democracy is to maintain the transparency of governmental actions. To this end, the Legislature enacted the Open Meeting Law and the Massachusetts Public Records Law, to ensure that the workings of the government are open and accessible to the taxpayers and public at large. It would be contrary to the intent of the Open Meeting Law, the Public Records Law and the foundations of a democratic system to place impediments on citizen access to minutes of open meetings.

#### **FINDINGS:**

1. Governmental bodies are required to keep accurate written minutes of all of their meetings. G. L. c. 66, § 5A.
2. It is consistent with the underlying policy behind both the Open Meeting Law and the Public Records Law that these minutes must be made readily accessible to the public. See G. L. c. 39, § 23B; G. L. c. 66, § 10(a).
3. While a records custodian may assess a fee for the provision of public records, the fee charged should not serve as a deterrent for the requestor to access public records. See *Globe Newspaper Co. v. Boston Retirement Bd.*, 388 Mass. 427, 436 (1983).
4. It is vital that a complete, accurate, and durable record be created of public meetings. Please be advised that minutes of meetings must be maintained in a manner that ensures permanent retention of the records. If a records custodian requires retention assistance, the Records Management Unit provides records management services and outreach to all state agencies and municipalities to help them meet state record-keeping standards and requirements.

#### **ACTIONS:**

1. Public records that are of great interest to a large number of people must be readily available within the office of the records custodian. These records include minutes of local board meetings, town meeting documents, warrants, street lists, municipal financial documents, etc.
2. As required by the Open Meeting Law, minutes of meetings should be reviewed regularly and be accessible by the public without delay. This is especially the case when dealing with executive session minutes. Once the reason for calling the executive session has ended, those minutes must be reviewed and made available to the public. It would be improper for a records custodian to pass along the costs associated with reviewing minutes to a records requestor when the records custodian has a pre-existing statutory duty to perform this review. See G. L. c. 39, § 23B.
3. Minutes of meetings should be provided without delay at a minimum cost, if any. This Office encourages records custodians to waive fees associated with the provision of meeting minutes given that disclosure is incontrovertibly in the public interest.



## **SPR Bulletin 2-92**

### **Requirement to Maintain Minutes of Meetings in Written Format**

TO: Public Records Custodians

SUBJECT: Requirement to Maintain Minutes of Meetings in Written Format

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance and requirements for the creation, management, and retention of minutes of the meetings of governmental bodies.

#### **BACKGROUND:**

Minutes of the meetings of governmental bodies constitute an invaluable record of the formulation and implementation of public policy and the conduct of the public's business generally. Because of their importance, all minutes of governmental bodies have been designated as permanent records by the Supervisor of Public Records for local government records, and by the Records Conservation Board for records of the executive branch (pursuant to G. L. c. 66, § 8, and c. 30, § 42, respectively).

Increasingly, governmental bodies are recording their meetings on audio tapes. This is a good and sound practice. The audio tapes of meetings are a valuable aide memoir for the creation of the final minutes of the meetings. However, audio record tape, like other magnetic media, is not durable; magnetic media are fragile and not appropriate for long-term storage of data.

These media are extremely susceptible to the effects of heat and humidity with distortion of the medium and potential data loss at temperatures above 125°F (such temperatures can be reached in a closed, parked car in the summer) and at moisture levels in excess of 50% r.h. Environmental contaminants, routine handling, and magnetic field generators (computers, high-speed motors such as those in elevators, etc.) can result in data loss. Magnetic media deteriorate rapidly and must be recopied at 5 to 10 year intervals.

#### **FINDINGS:**

It is crucial that a complete, accurate, and durable record be created of these meetings, and that records are protected and preserved permanently. Therefore, to ensure their preservation, the Supervisor of Public Records requires that the minutes of governmental bodies be recorded in written format using specified paper and inks. See G. L. c. 66, §§ 56 (1990 ed.) (mandating the retention of written meeting minutes and noting which items must be reflected in such minutes); G. L. c. 66, §§ 34 (1990 ed.) (requiring the use of rag or bond paper and state approved ink).

#### **ACTIONS:**

1. Minutes of the meetings of governmental bodies must be created in written format using specified paper and inks. See G. L. c. 66, §§ 34 (1990 ed.); Executive Order 293 (mandating the use of permanent paper for executive branch records and publications of enduring value).
2. Once the minutes have been written and accepted by the board or commission, audio tapes used to prepare minutes may be erased or rerecorded without the prior permission of the Supervisor of Public Records for local government records, or the Records Conservation Board for records of the executive branch (pursuant to G. L. c. 66, § 8, and c. 30, § 42, respectively), provided that there is no outstanding public records request or litigation involving the tapes.
3. All meeting records, whether existing in the form of stenographic or longhand notes, or audio or video format, are public records at the moment of their creation. See G. L. c. 4, § 7(26) (1990 ed.) (defining "public records" to include all data in whatever form made by public officials). Therefore, meeting records, with the exception of executive session records, are subject to mandatory disclosure upon request. See G. L. c. 39, § 23B (1990 ed.); G. L. c. 34, § 34, § 9G (1990 ed.); G. L. c. 30A, § 11A 1/2 (1990 ed.) (respectively providing that minutes of municipal, county, and state executive sessions are not subject to immediate mandatory disclosure).





## **SPR Bulletin 9-04**

### **Recording Material for Permanent Paper Records Requirement to Use Archival Paper and Archival Ink**

**(This Bulletin supersedes SPR Bulletin 2-93 and SPR Bulletin 5-94.)**

TO: Public Records Custodians

SUBJECT: **Recording Material for Permanent Paper Records Requirement to Use Archival Paper and Archival Ink**

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance and the requirements for the use of archival quality paper and ink for the recording of textual information of enduring value and permanent paper records.

#### **BACKGROUND:**

Our Government has a fundamental obligation to record information concerning its operation, policies and procedures. It has a duty to preserve for the public good, the records and publications by which this information is documented. In the past, much of the information regarding these activities has been recorded on paper containing destructive acids. Extensive research has proven that the acid present in most writing and printing paper as well as non-archival quality inks produced since the mid-nineteenth century has drastically reduced the life of public records, archives, books and other paper-based documents.

#### **FINDINGS:**

The Governor of the Commonwealth of Massachusetts issued Executive Order No. 293 on December 31, 1990, mandating the use of permanent paper for records of “enduring value.” (N.B. Only the original, official record or required original copies of the record as mandated by the Record Conservation Board or this office, must comply with this standard. Subsequent, non-original copies of the record, whether certified or not do not need to conform to this standard.)

Records and publications of enduring value are defined as those that should be permanently preserved because of their historical significance. Such records include but are not limited to Executive Orders, annual reports, and minutes of public meetings as defined by chapter thirty-A and chapter 66 of the Massachusetts General Laws, and birth, death, and marriage certificates.

The American National Standards Institute (ANSI) Standard Z39.48-1984 is the benchmark for the specification of permanent paper. The Federal Joint Committee on Printing (JCP) has reviewed the requirements for permanent paper extensively. The JCP has agreed on several types of permanent paper that meet or exceed the ANSI standards.

- 1). JCP-A270 is more stringent than the ANSI standard in some of its durability requirements and is the recommended permanent paper standard for the Federal Government.
- 2). JCP A560 and JCP O-560. JCP A560 is the alkaline-based version of JCP A60, an offset book paper widely used for general printing, and JCP O-560 is the first JCP standard for alkaline-based xerographic paper for use in copiers and laser printers.
- 3) Finally, as a third option, the International Standards Organization (ISO) has developed a standard for permanent paper. This standard is known as ISO 9706:1994. For more information on this standard, visit the website [www.iso.org](http://www.iso.org).

Permanent paper having any of these designations is acceptable by Commonwealth agencies and municipalities. Papers meeting these standards are readily available at costs comparable to ordinary office paper.

There are many implements available for creating records. (i.e., pens, typewriters, laser printers etc.) Not all of these implements are appropriate for creating documents of enduring value and permanent records. Certain inks and toners may have chemical properties that cause them to fade, smudge, or have a deleterious effect on paper. Inkjets printers do not provide lasting contact between ink and paper and felt tip markers are not encouraged.

The Supervisor of Records is authorized to set standards for the media to be used in the creation of public records and to secure their preservation. (see: G. L. c. 66, § 1, 3-4). The Supervisor of Records is responsible for administering the provisions of Executive Order No. 293.

## **ACTIONS:**

The following recommended “Best Practices” should be employed in this endeavor:

### **Permanent Paper:**

1. All official, original records and publications of enduring value should be recorded on archival quality, permanent paper.
2. Record custodians should refer to their respective disposition schedule to identify those records that are considered to be permanent or of enduring value and the number of original, official copies that must be retained. If a record series is not listed on a disposal schedule, custodians should consult with the Records Conservation Board for state government records and the Records Management Unit for local government records for assistance in scheduling the records. Until records are scheduled, they should be recorded on permanent paper using permanent ink.
3. The requirement to use permanent paper also applies to blank forms purchased from vendors. Where forms are used to create records of enduring value, the custodian must ensure that those forms are printed on permanent paper.
4. The State Library has been statutorily designated as the depository library for Massachusetts state publications. Each state agency is required to furnish the state library with eight copies of its publications for permanent preservation. (see: G. L. c. 6, § 39A-39B) Because these copies are considered to be of enduring value, they must be printed on permanent paper, whether or not the remainder of the issue is printed on permanent paper.

### **Permanent Ink:**

1. In creating permanent written records, custodians shall use recording materials i.e., ink, toner, etc. that meet the following performance standards.
  - A. Lightfastness. Ink shall show no appreciable change when exposed to light, in a test comparable to the Fade-ometer test, for 24 hours. Black inks that contain carbon do not fade, and are preferable for permanent records.
  - B. Water resistance. Ink shall demonstrate high water resistance ability of the image to resist deformation or change in color with immersion in water. No obvious effects shall be seen when test strips are immersed in water and various chemicals for 1/2 hour.
  - C. Alkalinity. Ink should have a neutral or slightly alkaline pH (7.0-8.5) to prevent damage to either the paper or the writing implement.
  - D. Fluidity. Liquid ink shall produce good line continuity without splitting, excessive deposits of ink on the paper or writing tip, variations of lines width and intensity, agglomerates of undispersed pigment or other undesirable writing characteristics. Liquid ink shall not feather or spread. It shall not penetrate to the reverse side of the paper or legibly transfer to another sheet of paper.
  - E. Reproduction: All colors shall be capable of reproduction by microfilming, and black ink shall be capable of reproduction by thermography, dry copying or direct-image offset processes.
  - F. Xerographic Toners. Liquid toners for xerographic reproductions have been found to be more suitable for archival applications than dry toners as the liquid toner is absorbed into the paper fiber. When copies are being created for long term or permanent retention they should be created on xerographic machines using the liquid toner process.

## **SPR Bulletin 2-96**

### **Designation of Records Custodian**

TO: Public Records Custodians

SUBJECT: Designation of Records Custodian

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin defines the term custodian as it applies to public records, and provides guidance for providing access to and ensuring the security of government records.

#### **BACKGROUND:**

It is the responsibility of government officers who create, receive and maintain public records to ensure their safekeeping and availability to the public. Access to public records ensures public involvement, and participation and provides a mechanism for holding government accountable for its decisions and actions. Custodial responsibilities are governed by the Public Records Law and complementary Public Records Access Regulations.

#### **FINDINGS:**

Custody of public records is in the office that creates, receives or maintains the records for use. Each officer in charge of a government office or department is the custodian of the records held by that office or department and has the primary responsibility for ensuring the safety of the records, providing access to those records and ensuring their authenticity. Where an office, board or commission does not have a clerk designated by law, it is required to appoint a clerk to keep its record books and to designate an employee to have custody of its other public records. G. L. c.66, §6 (1994 ed.). These responsibilities are inherent in the office and cannot be delegated or contracted to another entity.

In some cases, public records are not maintained with the officers who created them or those that are primarily responsible for their use and maintenance. These records may be in the care of a records center, a central file room, a data processing department, a private contractor providing government services, a private information services vendor, or another government officer who has agreed to care for the records. In all these cases, the entity maintaining the records is acting as an agent of the record custodian, providing only for the physical care of the record, and may not take action with respect to the records without the specific authority of the custodian.

#### **ACTIONS:**

1. Access to public records is through the custodian. Contractors, records centers, data processing departments, vendors or other entities which may have physical care of public records must make those records available when directed by the records custodian.
2. Security of public records is the responsibility of the records custodian. Where records are in the physical care of entities other than the custodian, the custodian shall make ample provision by contract, memorandum of understanding, or other means to ensure that the security of the records is ensured.
3. The records custodian is ultimately responsible for the accuracy of all information in the records in his custody, and must take all precautions to ensure the accuracy and integrity of the records.
4. The records custodian is responsible for ensuring that where disclosure of certain records is prohibited by law, those statutory mandates are observed.
5. Disposition of records is on the authority of the custodian only. Records may not be destroyed or otherwise disposed of without the specific authorization of the records custodian and the Supervisor of Public Records.



## **SPR Bulletin 5-94**

### **Recording Material for Permanent Public Records**

TO: Public Records Custodians

SUBJECT: Recording Material for Permanent Public Records

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance and requirements for recording material used in the creation of permanent public records.

#### **BACKGROUND:**

There are many implements i.e., pens, typewriters, laser printers etc. available for use in creating records. Each uses a recording material, such as ink or toner, that is compatible with the specific appliance. Not all of these recording materials are appropriate for creating documents of enduring value. Inks and toners may have chemical properties that cause them to fade, smudge, or have a deleterious effect on paper. It is the responsibility of government officials of the commonwealth to provide access to records and to insure their continued existence for future generations.

#### **FINDINGS:**

The Supervisor of Public Records is responsible for establishing standards for recording material used in the creation of permanent public records (See MGL chapter 66, section 4).

#### **ACTIONS:**

1. In creating permanent records, custodians shall use permanent-quality materials. For standards on permanent paper see Executive Order No. 293 and Supervisor of Public Records Directive 2-93. For standards on microfilm see 950 CMR 39.00.

2. In creating permanent written records, custodians shall use recording materials i.e., ink, toner, etc. that meet the following performance standards. Custodians shall utilize the best materials available in creating all government records.

1. Lightfastness. Ink shall show no appreciable change when exposed to light, in a test comparable to the Fade-ometer test, for 24 hours. Black inks that contain carbon do not fade, and are preferable for permanent records.

2. Water resistance. Ink shall demonstrate high water resistance ability of the image to resist deformation or change in color with immersion in water. No obvious effects shall be seen when test strips are immersed in water and various chemicals for 1/2 hour.

3. Alkalinity. Ink should have a neutral or slightly alkaline pH (7.0-8.5) to prevent damage to either the paper or the writing implement.

4. Fluidity. Liquid ink shall produce good line continuity without splitting, excessive deposits of ink on the paper or writing tip, variations of lines width and intensity, agglomerates of undispersed pigment or other undesirable writing characteristics.

3. Additionally, recording materials and their use shall conform to the following standards:

1. Writing Ink. The ink shall be of such chemical composition as to be compatible with all components with which it comes in contact. The ink shall not corrode the ball or writing tip of the pen, and shall contain no undissolved particles of dye or agglomerates of undispersed pigments, except particles necessary to provide reproducibility in black ink. The ink shall not be adversely affected by the ink cartridge, or vice versa. Ink cartridges shall start making

a line within a distance of 0.5 inch. On subsequent lines cartridges shall start making a line immediately. Writing shall not feather or spread. It shall not penetrate to the reverse side of the paper or legibly transfer to another sheet of paper. All colors shall be capable of reproduction by microfilming, and black ink shall be capable of reproduction by thermography, dry copying and direct-image offset processes.

2. Xerographic Toners. Liquid toners for xerographic reproductions have been found to be more suitable for archival applications than dry toners as the liquid toner is absorbed into the paper fiber. When copies are being created for long term or permanent retention they should be created on xerographic machines using the liquid toner process.

3. Laser and Dot Matrix Printing. Dot matrix printing, which uses a cloth ribbon and pounds the ink into the paper fiber, creates a more permanent bond than laser printing, which uses a dry toner that can flake. When permanent records are being created on word processors they should be printed on dot matrix printers.

## **SPR Bulletin 4-94**

### **Security and Custody of Records Created Outside the Town Hall**

TO: Public Records Custodians

SUBJECT: Security and Custody of Records Created Outside the Town Hall

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance and requirements for security and custody of municipal records created outside of Town Hall.

#### **BACKGROUND:**

Municipal governments have a fundamental obligation to provide secure storage for their records and make them accessible to the general public. Business in some municipalities must be conducted outside town hall; this may lead to situations where records are used and stored outside the premises of a municipal building in unsecured space, leading, in some instances, to alienation of the record. In some instances, original records are removed from a municipal building by a records custodian and stored in a private home or office. Such practices may jeopardize the security and accessibility of the records and hinder proper records management procedures.

#### **FINDINGS:**

The Supervisor of Public Records is responsible for seeing that the records of the Commonwealth, counties, cities and towns are put in the custody and condition required by law and securing their preservation. See G. L. 66, § 1 (the Supervisor's responsibility to ensure preservation of the records of the Commonwealth, counties, cities and towns). Municipal officials are responsible for the safekeeping of records in their custody. See G. L. 66, §§ 11 and 12. Therefore, the Supervisor directs municipal officials to take the following actions to provide security for and access to public records.

#### **ACTIONS:**

1. Whenever original public records are removed from a municipal office by a records custodian for use in the regular course of business in a private office or home, they shall be stored in fire resistant devices and safes provided by the municipality.
2. If a custodian cannot insure fire resistant storage outside the municipal building then no original records may be removed. However, the custodian may create copies of records for use in a private office or home.
3. Whenever original records are created outside the municipal offices, they shall be transferred on a regular and frequent basis to secure storage in the municipal building. If secure storage is available in the custodian's private office or home, then copies of records shall be made and stored in the municipal building.
4. Whenever a records custodian finds it necessary to work in another location other than the municipal building, he shall make himself available during regular posted office hours at a location convenient to the public.
5. Whenever an official relinquishes his office, he shall deliver over to his successor all such records he is not authorized by law to retain. See G. L. c. 66, § 14.





## **SPR Bulletin 3-93**

### **Requirement to Manage Records Created Under Government Contracts**

TO: Public Records Custodians

SUBJECT: Requirement to Manage Records Created Under Government Contracts

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance and requirements for the creation, management, accessibility, and retention of records created under government contracts.

#### **BACKGROUND:**

The purpose of laws regulating the management of government records is to protect the rights and obligations of the government and its citizens. Proper management of records ensures that the government has immediate access to information for the full period of time it is needed to conduct daily business, financial transactions, litigation, maintenance of public property, and development and implementation of public policy. Access to information also secures the public's prerogative to monitor the government and encourage its accountability to the governed.

Records documenting the provision of services by government are the responsibility of the government records custodian. The custodian is required to use permanent-quality paper, inks, and materials to create permanent public records (see: G. L. c. 66, §§ 3-4; also, Executive Order 293); secure and preserve records (see: G. L. c. 66, §§ 8-9, 11-12); provide public access to records (see: G. L. c. 4, § 7, cl. 26; c. 66, § 10); and dispose of records according to disposal schedules approved by the Records Conservation Board for state government records or by the Supervisor of Public Records for county and municipal government records (see: G. L. c. 66, § 8).

Rather than offering direct services to citizens, governments may choose to expend government funds to provide services through vendors. These interactions result in the creation of much documentation, including information about vendor qualifications, financial records relating to contracts and payment, reports to the contracting government entity, and information about programs and their constituents.

Records resulting from contracted activities are vital to the conduct of government functions. For example, certain records are required for contract monitoring, litigation, the prevention of fraud and abuse, and the fulfillment of obligations to citizens served by programs. Because such documentation is critical to ensuring accountability, when in government offices it is routinely accessible to citizens. Therefore, when services are provided through vendors and such records are created and stored in contractors' offices, the same standard applies. This change in location does not abrogate the government's obligation to ensure public accountability and public access to these government records.

#### **FINDINGS:**

The Supervisor of Public Records is mandated to oversee the creation, preservation, accessibility, security, and custody of public records (see: G. L. c. 66, § 1 et seq; 950 CMR 32).

When public monies are expended to provide government services to citizens, the public has an interest in the information and records that result. Such records are government records and shall be managed in all respects according to law.

Custodians must provide proper care and management of public records (see: G. L. c. 66, § 1 et seq.). A custodian is defined as a "...person having routine access to or control of public records." (see: 950 CMR 32.03) When a government entity contracts with a vendor to provide government services, the vendor is acting for the government, performing a government function with government funds. The government is considered custodian of certain information generated to fulfill contractual obligations and has a direct interest in the proper management of the resulting records.

## **ACTIONS:**

1. Any government entity entering into a contract, grant agreement, or other agreement with any private entity to provide government services shall include provisions in said agreement describing the creation, security, accessibility, disposition, and custody of records created to satisfy the agreement. All records created in fulfillment of the obligations of the contract are government records and shall be deliverable to the contracting government entity.
2. In the agreement the government entity may enumerate records to be created and specify the media in which information is recorded. Permanent-quality media shall be used to create permanent records.
3. The government entity shall describe in the agreement the actions to be taken by the contractor to ensure the physical and intellectual security of the information created under the agreement.
4. Access provisions contained in the agreement shall conform to G. L. c. 4, § 7, cl. 26; c. 66, § 10, c. 66A, and other pertinent statutes. In no case shall the agreement provide for more stringent restrictions on access than those contained in law. Records systems incorporating electronic media must provide for access to publicly-available information. Access provisions shall include the requirement that public requests for information be made through the contracting government entity.
5. No government records may be destroyed without authorization. Therefore, the government entity shall reference in the agreement any existing disposal schedules approved by the Records Conservation Board for state government records or by the Supervisor of Public Records for local government records which may apply to information created under the agreement. The agreement shall provide for the establishment of new disposal schedules for all records not appearing on existing schedules.
6. Where records are deemed to be of permanent value, the government entity shall designate the media in which information is to be created and/or maintained. Provisions shall be made for appropriate storage and preservation of permanent records by the contractor while in his possession and for their return to the government entity as legal custodian once their usefulness to the contractor ceases. Such records may be transferred to the Massachusetts Archives for permanent retention.

## **SPR Bulletin 3-92**

### **Maintenance of Records Storage Areas**

TO: Public Records Custodians

SUBJECT: Maintenance of Records Storage Areas

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance and requirements for records handling practices and maintenance of dedicated records storage areas.

#### **BACKGROUND:**

Paper, magnetic media, photographic film, and other records are subject to continual change and decay. The rate of change is determined by the environment in which they are housed. Environmental characteristics such as light, temperature, humidity and air quality influence the condition and overall longevity of records and the information they contain. Handling, the human aspect of the environment, has a powerful impact on the longevity of records. When careless retrieval or refiling practices result in torn, crumpled or folded pages, paper fibers are broken, making tears more likely in the future. Magnetic media requires thoughtful handling or data loss will result. Smoking, eating, and drinking are equally as hazardous to records.

Dedicated records storage fulfills a unique function in office areas; the purpose of such storage is the protection and preservation of public records. By its nature, this function is compromised by eating, drinking, smoking, and related activities which expose records to fire, smoke, grease, oil, dirt, and other hazards.

#### **FINDINGS:**

The Supervisor of Public Records oversees the preservation of public records. See G. L. c.66, §1 (the Supervisor's responsibility to secure the preservation of the records of the commonwealth, counties, cities or towns). Public officials are responsible for the safekeeping of the records in their custody. See G. L. c.66, §11. Therefore, the supervisor charges public officials to provide proper handling and care of public records.

#### **ACTIONS:**

1. The use of smoking materials and the consumption of foods and beverages in dedicated records storage areas is prohibited.
2. Dedicated records storage areas should be kept clean and free of environmental hazards to records. In the case of storage areas shared by multiple offices, the executive officer should appoint an individual to monitor conditions, report and correct violations.
3. All persons should refrain from smoking and consumption of foodstuffs when handling records.
4. Officials should take reasonable care in referencing, retrieving, and refiling records so that the physical composition of the record, and the information it contains, is not damaged.
5. When planning the construction or refurbishment of a dedicated records storage area, officials should consult Specifications for Safes and Vaults, available from this office. Specifications describe requirements for the construction of vaults; temperature and humidity levels to be maintained in them; sprinkler, heating, ventilation and air conditioning systems to be used; appropriate storage equipment; and related matters.
6. For more information about control of the environment, and its affect on record materials, officials can refer to the *Records Retention Manual*.



# **Technical Bulletin 1**

## **Performance Standards of Safes and Vaults**

Issued by the Supervisor of Public Records  
May 18, 1995  
Version 2 (1996)

### **AUTHORITY**

Chapter 66, s.11 MGL requires the officers in charge of state departments, county commissioners, city councils or selectmen to provide fire-resistant rooms, safes or vaults for the safekeeping of the public records of their governmental unit (2 Op. Atty. Gen. 1899, p. 48). Pursuant to § 1 of this statute, the Supervisor of Public Records is authorized to promulgate standards for the construction and use of these vaults, rooms and safes (8 Op. Atty. Gen. 1929, p. 594).

### **EFFECTIVE DATE**

These performance standards become effective on May 18, 1995.

### **GENERAL**

All vaults for the storage of public records shall provide the minimum level of protection specified hereunder. The Supervisor of Public Records does not specify any particular materials or technique for the construction of public records vaults. The Supervisor will approve vaults for the storage of public records upon receipt of the certification of licensed or registered fire protection and structural engineers that the proposed construction will have a fire resistance and structural integrity equivalent to or greater than that specified in the following performance criteria.

### **SIZE**

A vault size of 5,000 cubic feet or less is considered optimal. Where large volumes of records must be protected, it is permissible to construct a vault with a capacity of up to 25,000 cubic feet. It must be realized that, because of the volume of combustible materials stored within it, this larger structure is at greater risk of fire and should be equipped with a fire suppression system.

### **MEDIA PROTECTION**

All vaults intended for the storage of paper records shall be so constructed that, when fitted with the 6-hour required hereunder shall, in the event of fire in the surrounding structure, maintain an internal temperature of 350 or below for a period of not less than 6 hours. These standards provide the maximum available level of fire protection for paper records, but cannot safeguard film or magnetic media against either heat or humidity. If magnetic media have not been copied and dispersed or otherwise duplicated for protection, vaults or portions thereof used for the storage of this media must be equipped with data safes or an inner core designed to minimize temperature rise and moisture intrusion. These safes and cores shall be so constructed or equipped that, in the event of fire in the surrounding structure, the internal temperature and relative humidity shall remain below 125 and 80%, respectively for a period of at least 2 hours. It is the responsibility of the records custodian to provide all media with the level of protection specified above and to provide the Supervisor with the engineer's certification to that effect.

### **CONSTRUCTION**

Except in Type I or Type II-222 fire resistive construction as defined by NFPA 220, Standard on Types of Building Construction, all vaults shall be ground-supported and structurally independent of surrounding structures. Supporting structures for vaults shall be sufficient to support the full weight of the vault structure and its contents.

Since shrinkage or volume change, stresses may result in hairline cracking that will be detrimental to the vault structure, all concrete members should have a minimum reinforcing as specified in the ACI Code, and all masonry walls should have minimum reinforcing as specified in Paragraph 1113.5.3 of the Commonwealth of Massachusetts State Building Code.

All building members supporting the vault shall be noncombustible. All structure materials used in the construction of a vault shall have a fire resistance rating of 6 hours. All interior fittings and finish shall be noncombustible.

If connected to the building in any manner, the connection shall be made so that in the event of the collapse of the building, the surrounding building members may move or fall without affecting the fire-resistive qualities of the vault. All beams or bearing members adjoining the vault shall be designed to release freely in case of failure. Vault construction shall not be used as a support or bearing for the structural members of the building. Walls shall have sufficient lateral strength to withstand impact of collapsing building members, or toppling machinery or equipment.

Construction of vaults below grade level should be avoided whenever possible because of the dangers posed by the “cooking” effect of fallen debris, flooding from natural causes or fire fighting efforts, and the difficulties of maintaining proper environmental control.

In non-fire resistive buildings, the vault roof shall be designed to accommodate a minimum live load of 350 pounds per square foot. In all cases, ample accommodation should be made for protection against impact loading by falling equipment or building members and against accumulations of burning debris.

## **WATERTIGHTNESS**

Walls, roofs and floors shall be effectively waterproofed. No combustible membrane or coating shall be used except on a roof exposed to the weather.

Provisions shall be made to prevent the entry of water at door openings.

Ample drainage shall be provided to prevent rain or fire fighting water accumulating on the roof.

## **PENETRATION**

Wall penetrations shall be allowed only for access, HVAC systems, sprinkler systems, electric lighting and limited energy circuits. Wall openings shall be as small as possible and shall be sealed with approved or listed fire-rated materials and devices to prevent smoke, heat, flame or water penetration. Conduit, if used, shall be sealed inside and outside.

Roofs shall not be pierced for any purpose.

Floors shall not be pierced, except that floors of vaults constructed on grade may be pierced to allow the passage of sprinkler piping or HVAC ducts.

## **VAULT DOORS**

All vault doors shall be Underwriters’ Laboratories Class 350 rated 6 hours or equivalent. ORDINARY FIRE DOORS SUCH AS HOLLOW METAL, TINCLAD, SHEET METAL, OR METALCLAD TYPES; STEEL PLATE TYPE AND FILE ROOM DOORS ARE NOT ACCEPTABLE AS VAULT DOORS.

Vault doors shall be equipped with combination-type locks with an Underwriters’ Laboratories approved relocking device designed to hold the door in case of mechanical, explosive or torch attack on the door. The lock mechanism shall be of the type enabling a person locked inside the vault to open the door easily from the inside. All day gates shall be similarly equipped.

Vault doors shall be equipped with smoke or heat-actuated release mechanisms to close them in case of fire.

## **ENVIRONMENTAL CONTROL**

For paper and magnetic media, a stable environment with an average temperature of 70F or below and an average relative humidity of 30-50% shall be maintained. A temperature below 70F and a relative humidity of 40-45%, with fluctuations limited to no more than +2 F and +3% RH, is considered optimal. Storage facilities for first-generation silver halide microfilm shall maintain a constant temperature of below 70F and relative humidity of between 20 and 30%. If it is not possible to meet these optima, minimization of temperature and humidity fluctuations shall be the guiding concern. These parameters should be accomplished by controlling the external environment surrounding the storage space. Where this is not feasible, the storage space may be equipped with a heating/ventilation/air conditioning system. All equipment related to such a system shall be located outside the storage space.

## **FIRE DETECTION SYSTEMS**

Automatic fire detection systems shall be installed in accordance with NFPA 71, Signaling Systems for Central Station Service; NFPA 72, Protective Signaling Systems; and NFPA 72E, Automatic Fire Detectors. The systems shall be relied on only when there is an assurance that the alarms will bring prompt response at all times.

## **FIRE SUPPRESSION SYSTEMS**

Vaults may be equipped with automatic sprinkler protection installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems.

Class A fire extinguishers or a standpipe systems with a small hose, suitable for use by the occupants of the building, shall be provided in a convenient location outside the vault door.

## **WIRING AND LIGHTING**

All wiring shall be in conformance with NFPA 70, National Electrical Code. Fixed lighting only shall be provided in the vault. Lighting shall be limited to explosion proof or vapor proof lamps and controlled only from a 2-pole switch located outside the vault.

## **SHELVING**

All shelving shall be of noncombustible construction and as fully enclosed as possible. All shelving shall be a minimum of 3 inches above the floor of the vault. Electrically powered mobile shelving shall not be installed.

Records and containers shall be separated by at least 6 inches from any piping or conduits within the vault. Where sprinklers have been installed, a clearance of 18 inches shall be maintained below sprinkler heads.

## **SAFES AND RECORD CONTAINERS**

Safes and insulated record containers to be used for the storage of paper records shall provide protection equivalent to that of Underwriters' Laboratory Class 350, rated for 4 hours. Equipment for storage of magnetic and photographic media shall be Class 150 rated 2 hours. Combinations of equipment or the use of inserts or liners to achieve equivalent levels of protection are permitted. Ratings by recognized testing laboratories other than Underwriters' Laboratories shall be recognized.

## **CERTIFICATION TO SUPERVISOR OF PUBLIC RECORDS**

Prior to storage of public records in a newly constructed or renovated vault, the contracting agency shall provide the Supervisor of Public Records with signed and sealed certifications from all relevant engineers that the foregoing standards have been met or exceeded. No vaults which are not so certified may be used for the storage of public records.

## **FOR MORE INFORMATION**

For more information, please contact the Records Management Unit. The Records Management Unit is available to help government officials and their staffs with records management. Analysts can assist you with:

Technical Assistance, including:

- \* Development of records management programs
- \* Records inventory
- \* Analysis of record-keeping systems
- \* Appraisal and scheduling of records
- \* Implementation of schedules

Training Sessions and Presentations. Analysts will plan an agenda tailored to the records management needs of your agency or department. Analysts frequently speak at meetings of professional associations. Sample topics include:

- \* Records Retention and Disposition
- \* Safety and Security of Records
- \* Records Lifecycle
- \* Care and Handling of Records
- \* Public Records Issues



# Technical Bulletin 3

## Records Security

Version 2 (1999)

### PURPOSE

Two of the prime responsibilities of records custodians are ensuring the physical security of the operational records and preserving the corporate memory of the agency/department.

Loss of records can result in:

- \* Disruption of government business and services.
- \* Legal risks and excessive legal bills.
- \* Severe operational and financial setbacks.
- \* Damage to the interests of the constituency.
- \* Loss of political and historical context and legitimacy.

There are also legal repercussions if the custodian's responsibilities have been clearly enunciated. Failure to provide for the security of records in the face of clear requirements to do so may well be interpreted as negligence.

### Threats to Records

Records custodians have a responsibility to protect their records against a variety of threats including fire, flood, theft, vandalism, pests and environmental damage. In the past, this was relatively straightforward: today, advancements in storage technologies and a proliferation of record media have complicated the task.

### Environment

Now records custodians must provide protection for a variety of media, including paper, photographic film and magnetic media. Each recording media has its own environmental requirements and limits at which irreversible degradation will occur. These requirements must be taken into consideration when planning for the security of public records.

### Paper

Paper is the most durable of recording mediums. While paper can survive temperatures up to 350EF., humidity levels up to 100%, or total immersion in water, only a stable environment will assure long-term security and preservation. Temperatures below 70EF. and relative humidity of 40-45% are optimal. Due to the difficulty and expense of meeting these criteria, it is permissible to maintain average vault temperatures of 70EF. or below and an average relative humidity of 30-50%, with daily fluctuations of  $\pm 2$ EF. and  $\pm 3$ %RH. The Supervisor of Public Records publication Performance Standards for Safes and Vaults mandates that in the event of a fire, storage spaces with public records may not exceed the upper limit of 350o for the duration of a fire.

### Photographic Film

Silver halide microfilm masters require a constant temperature of 70EF. or below and a relative humidity of 20-30% for long-term preservation. It is preferable that temperatures do not exceed 65EF, and cooler temperatures are preferable. Storage space designed for the protection of paper records is not sufficient for the low humidity storage requirements of film. Storage requirements for film are specified in 950 CMR 39.06 of Regulations on Using Microfilm.

## Magnetic media

Magnetic media has a much lower tolerance for high heat and humidity levels than paper. Magnetic media begins to suffer severe degradation at 150°F. and relative humidity of 85% and above. Storage space designed for the protection of paper records cannot protect magnetic media from the heat of a fire or the moisture generated by fire-suppression efforts. Periodic copying and dispersal of media, and specialized Class 150 records storage devices or vaults are necessary for the protection of magnetic media; please see the “Records Storage Equipment” section for more details. Storage devices and vaults must meet the guidelines specified in the Supervisor of Public Records publication Performance Standards for Safes and Vaults.

Please see the Records Management Unit’s Web page at [www.sec.state.ma.us/arc/arcrmu](http://www.sec.state.ma.us/arc/arcrmu) for a copy of the publications mentioned, or contact the RMU (617-727-2816 or [recman@sec.state.ma.us](mailto:recman@sec.state.ma.us)) for a paper copy. For more information, please see the “Environment” section of Northeast Document Conservation Center’s Preservation of Library and Archival Materials at [www.nedcc.org/index2.htm](http://www.nedcc.org/index2.htm)

## Dirt and Pollutants

Cleanliness of the vault is essential to the protection of the records. Dust and pollutants can damage records and are sources of ignition. Unsanitary conditions are a hazard and are a breeding ground for insects and vermin. Prohibit food, drink and plants from the vault. Remove trash daily, and do not allow collected trash to accumulate in areas directly outside the building.

Protect archival records from dust and pollutants by housing them in archival-quality folders and boxes. The folders and boxes should meet the American National Standards Institute (ANSI) standard for permanence, Z39.48-1992. The alkaline reserve serves as a buffer between the contents and a potentially harsh environment. Boxes and folders meeting the ANSI standard will create a stable micro-environment for permanent records. For more information, please see the “Storage” section of this publication.

Maintain an overall environment that is as dust-free as possible:

- \* Change furnace and air conditioner filters on a regular schedule, e.g., quarterly.
- \* Use vacuum cleaners equipped with high-efficiency, particulate air (HEPA) filters if possible, so as not to redistribute dust. Sweeping is discouraged, since it stirs up and scatters dirt.
- \* Avoid introducing materials that create internal pollutants, such as wooden cabinets and shelves, cleaning compounds, and carpeting.
- \* Do not store records near copying machines, which produce ozone and toner dust. Records should be properly boxed and shelved. Boxes should not hang over shelf edges. Records should be promptly returned to their boxes; boxes should be promptly reshelved. Lit tobacco products, matches or lighters should be prohibited from the vault.

Cleaning compounds with ammonia, chlorine, solvents or volatile oils should not be used in the vault. Typically dust cloths and water are sufficient. Use caution with water because of the risk of spills and raising the relative humidity in a confined area. Make sure shelves are completely dry prior to reshelving. For more information, please see Northeast Document Conservation Center’s technical leaflet “Cleaning Books and Shelves” at [www.nedcc.org/tleaf43.htm](http://www.nedcc.org/tleaf43.htm).

## Insects and Vermin

Pests indicate an environmental problem such as high humidity or gaps in the building structure, or poor housekeeping. Unless there is a specific problem, avoid regularly scheduled chemical treatments. Chemicals emit strong odors that may create long-term problems for staff, records, and record users.

There is no all-purpose solution for eliminating every pest problem. Practice a preventive approach to pest management. Maintain good housekeeping, prohibit food, beverages and plants, monitor the environment, use the

least toxic eradication methods first, and work with your pest control professional. A pest infestation inside records boxes indicates a serious condition. Call the Records Management Unit at 617-727-2816 immediately.

## Light

Artificial and natural light causes irreparable and irreversible damage. Vault areas should not have windows: if records are in an environment where they are exposed to light, cover windows with shades or drapes that completely block the light. This will also help maintain a stable temperature. Turn off interior lights when they are not in use and install ultraviolet (UV) filters on florescent lights. Store archival records in archival-quality folders and boxes.

Photocopiers are a powerful source of light. Avoid repeatedly copying the same record. Create “surrogates” or use copies for heavily requested records. Provide users with surrogate copies to reduce wear and tear on originals.

## Mold

Excessive heat, poor air circulation, and relative humidity above 65% can provide a suitable climate for mold growth. If relative humidity goes over 65% for more than two days, or the airflow is stagnant, there is a risk of mold growth. High humidity is especially problematic in basements, where ground water and cooler temperatures encourage water vapor to collect. The appearance of mold indicates a serious condition and requires immediate action.

If mold occurs, reduce the temperature and relative humidity. Do not move records or try to remove mold from records without first consulting preservation personnel.

Determining the mold species is an important first step in addressing the mold outbreak. Some molds can present very serious health concerns. Even dormant (dry or powdery) mold spores can be readily redistributed within a storage space, becoming active (velvety) when environmental conditions are favorable for growth.

If you discover records with mold, immediately contact the Records Management Unit at 617-727-2816.

## Records Storage Equipment

Records storage equipment and facilities should be designed and constructed to protect paper, photographic film and magnetic media against catastrophic events such as fire or flood, malicious attack or theft, and against long-term threats caused by environmental factors.

Storage units should be fire resistant in the sense of being noncombustible, and must be heat resistant, in order to prevent degradation or auto-ignition of the records. Storage units must protect records against water intrusion and high humidity levels. It is crucial that records storage units (vaults, records safes, or insulated files) prevent the transfer of heat and that the storage units maintain their structural integrity.

Unrated devices including the so-called Old Line steel and cast iron safes found in many offices cannot be relied upon to provide the required level of protection. Although Old Line safes have been known to survive serious fires, they cannot be counted on to provide the heat-resistance or impact-resistance necessary to safeguard public records. Old-fashioned steel plate vault doors, with or without inner doors, provide only 10 or 15 minutes of fire protection, respectively. Unrated steel or wood filing cabinets, desks, etc., only provide 5 minutes of fire protection.

Storage equipment is tested by various testing laboratories e.g., Underwriters' Laboratories and is classified in terms of interior temperature limits and time in hours. For non-paper records, protective storage devices are classified 150 and rated 1, 2 or 4 hour e.g., the storage unit can maintain an internal temperature of 150°F. or below for 1, 2 or 4 hours. Units that are classified 150 require the maintenance of 80% or below internal relative humidity for the period tested.

For paper records, devices are classified to 350o and rated 1, 2 or 4 hour, with an allowance for 100% internal relative humidity. Devices may be equipped with inserts for greater fire resistance or for the storage of mixed media; for example, a storage device for paper records may be fitted with small, internal units for magnetic media. These devices may carry more than one classification and rating. The first classification applies to the whole unit and the second classification applies to the insert, e.g. 350 4 hour/150 4 hour.

Ratings assigned to various records storage devices are as follows:

- \* Insulated Records Containers Class 150 rated for 4, 2 and 1 hour
- \* Class 350 rated for 4, 2 and 1 hour
- \* Fire-resistant Safes Class 350 rated for 4 and 2 hour
- \* Insulated Filing Devices Class 350 rated for 1 hour
- \* Insulated File Drawers Class 350 rated for 1 hour
- \* Vault Doors Class 350 rated for 6, 4 and 2 hour

Insulated File Room Doors Class 350 rated for 1 and 1/2 hour Since fires often result in the collapse of structures, the fire-rated storage device must be able to withstand high impact e.g., the force of dropping through the building floor. This is tested as part of the classification rating.

Vaults must be constructed to withstand the impact of falling building members, equipment and the stresses and strains of collapsing structural members. Vaults must be constructed so that a fire will not: destroy the vault structural supports; produce stresses that will cause the walls, floors or ceilings to crack; cause the vault to erode due to sudden cooling from fire hose streams; and so that the vault will in no way lose its structural integrity.

It is undesirable to locate vaults and other record storage units in the basement of buildings, since burning debris may accumulate in the basement and create a “cooking effect.” This leads to high temperatures for longer periods of time than would otherwise be the case. Basement units are also more susceptible to the impact of falling equipment and structural members. It is also more difficult to evacuate personnel from basement units.

In addition to fire-imposed hazards, basement areas are more prone to flooding and high humidity than areas at or above grade. This increases the risk of environmental and preservation hazards.

## **VAULT OPERATIONS**

Because of the expense and inherent size limitations of vault construction, it is crucial that the vault is utilized effectively. The vault is specifically designed to ensure the safe preservation of the government records. Using the vault for the storage of supplies, office machines, seasonal decorations, equipment or other non-record materials is a waste of valuable and secure space, and is an egregious misuse of scarce government resources.

Secure space is a limited resource: care must be taken to determine which records are stored in the vault. In order to make the most efficient use of vault space, public records should be prioritized as outlined in the following section, “Vital Records Management.” Records that should be given priority for vault storage are records that are 1) vital to the operation of the organization, or are 2) archival due to their historical value and importance for preserving institutional and community memory. Secondary space allocations should be made for records appraised as important. If the vault cannot accommodate all important or useful records, provisions should be made for their storage in fire-resistant file rooms as specified in NFPA-232, Protection of Records.

When planning the size and location of a new or reconstructed vault, records custodians should consider the current volume of records needing protection and attempt to estimate future space needs; this estimate should take into account projected growth estimates for the community and the annual accumulation of each record series. In the planning stage, it is appropriate to explore various avenues for reducing the growth of records e.g., miniaturization, electronic archiving of electronic records, and implementation of a comprehensive information management program and review.

Since vital records are usually active records, consider the needs of all involved and ensure convenient access to the vault. It may be desirable to construct two or more small vaults that are readily accessible to the operational offices, rather than a single large vault that is distant and inconvenient to access.

### Supervision and Control

The vault should be under responsible supervision at all times. If the vault is not under constant surveillance, it should be closed and locked at all times it is not in use. Only authorized personnel should be allowed access to the vault: the authorization procedure should be documented in the record management policies and procedures manual, and it should designate which individuals are authorized to deposit or remove records. The vault should be inspected several times a day and at closing time to ensure that all records are properly shelved, all waste papers are removed, and that the door is closed and locked.

Removal of records should be controlled through the use of a sign-out or charge-out system. An example is the use of an outguide, a stiff cardboard divider with a protruding tab, which is placed in the box in place of the folder. The outguide should be ruled and labeled so that the worker may write in the file name, his name and the date the file was removed. There are many variations of sign-out systems ranging from basic lists to the use of bar codes. Whatever system is decided on, it should be documented in the records management policies and procedures manual.

It is highly recommended that a single officer or employee be placed in charge of the vault. This individual should have the authority to: control access to and change the combination; allocate space; establish requirements for boxing and labeling records; accept or reject records to be stored, based on the vital records program; and require the removal or rescheduling of records that have exceeded the required retention period.

### Equipment

All filing equipment should be noncombustive throughout. If mobile shelving is installed, it must be of the mechanical type. Only equipment needed to service the files should be allowed in the vault. Desks, chairs and other furniture should be forbidden. If possible, ladders needed to reach upper shelves should be stored outside the vault; ladders should only be brought into the vault as needed. In the event of a fire or other emergency, the vault lights will probably fail, and it is essential that the vault aisles are kept clear. Aisles cluttered with boxes or equipment present a safety hazard.

Filing cabinets provide extremely inefficient storage and should not be used. Optimize space with shelving: shelving allows five times as much storage per square foot as equivalent office space. High-density shelving allows ten to twelve times as much storage per square as equivalent office space. Shelving should be designed for standard-size record boxes (typically 10" x 12" x 15"), as this will maximize the use of space.

Shelves that are closed on the ends and that have a front closure system, and mobile shelving in the compressed position, provide additional protection against fire and water damage from sprinkler heads or fire suppression. These systems also reduce air circulation, which may lead to mold growth. If closed systems are chosen, the environment should be carefully monitored.

### Storage

All files should be properly arranged prior to boxing: only important records should be sent to the vault. Remove duplicate records and other non-essential materials. Record boxes should be of uniform size and clearly labeled with the office of origin, contents and span and disposal dates. For a sample inventory database (including box labels), please see the "Tools and Models" section of the Records Management Unit Web page at [www.magnet.state.ma.us/sec/arc/arcrmu/arctoo.htm](http://www.magnet.state.ma.us/sec/arc/arcrmu/arctoo.htm). In order to prevent mixing records with different offices of origin, each office should be assigned its own storage area in the vault.

Record containers should be at least 6 inches from piping and conduit that penetrates the wall. Record containers should be at least 4 inches from the wall to allow for maximum air circulation. Record containers should be kept a minimum of 18 inches below sprinkler deflectors. All records should be stored on shelves that are a minimum of 3 inches above the floor of the vault.

#### Storage Boxes and Enclosures for Permanent Paper Records

Paper records should be stored in archival-quality folders and boxes (low lignin or lignin-free, buffered, pH 8.5 or above). The folders should be stored in archival-quality boxes with lids. The calcium carbonate “buffer” of archival-quality materials prevents the formation of acid in paper records.

Select the appropriate-sized boxes and folders for paper records. Do not overstuff folders, and do not bend the materials to fit the folder or box. Folders should stand upright in the box. If necessary, use archival-quality fillers to support the folders and to prevent them from falling over.

Mark folders in pencil: pen and labels are chemically unstable and labels will fall off. Purchase supplies from companies that specialize in archival products. Contact the Northeast Document Conservation Center at 978-470-1010 or see their technical leaflet “Preservation Suppliers and Services” at [www.nedcc.org/listsup.htm](http://www.nedcc.org/listsup.htm) for a list of suppliers. Also see the Massachusetts Historical Records Advisory Boards (MHRAB) technical leaflet “Preservation Basics” at [www.magnet.state.ma.us/sec/arc/arcaac/aacipre.htm](http://www.magnet.state.ma.us/sec/arc/arcaac/aacipre.htm).

See the Records Management Unit’s publications page [www.magnet.state.ma.us/sec/arc/arcrmu/arcpub.htm](http://www.magnet.state.ma.us/sec/arc/arcrmu/arcpub.htm) for more information on archival storage of non-paper records or contact the Records Management Unit at 617-727-2816. Also see the Northeast Document Conservation Center’s “Storage and Handling” section of Preservation of Library and Archival Materials: A Manual at [www.nedcc.org/index4.htm](http://www.nedcc.org/index4.htm).

### **VITAL RECORDS MANAGEMENT**

There is a small percentage of information within any organization that is crucial to the successful operation of the organization. Without this information, the organization cannot function. These records are the vital records of the organization.

Although vital records typically constitute 3-5% of the organization’s total information stock and may have only short-term value, vital records are essential for the:

- \* Operation of the organization
- \* Resumption or continuation of operations following a disaster
- \* Re-establishment of the legal, financial and functional status of the organization
- \* Determination and protection of the rights and obligations of the employees and citizens. Loss of this information can result in: vulnerability to litigation; exposure to unplanned financial losses due to financial settlements or revenue loss; disruption of the continuity of operations; loss of efficiency; and damage to the interests of the citizens and employees of the organization.

The objective of vital records management is to minimize risks and hazards to vital information, and to do so in the most efficient and economical manner possible. In the public sector, vital records programs protect the public interest, ensure the maintenance of individual rights, and preserve the public trust.

## Establishing a Vital Records Program

Before implementing a comprehensive plan to safeguard vital records, the organization must complete a thorough study of its records. This study should include: determination of records classification; physical volume by class; storage space requirements; costs of the loss of each class; protection needed; and handling procedures.

### Records Classification

Records are generally classified in one of four groups in a scheme suggested by the National Fire Prevention Association:

#### **CLASS DEFINITION EXAMPLE**

##### RECOMMENDED

##### PROTECTION

###### Class I

Vital Records essential to the continued life of the organization. These records are irreplaceable because they give evidence of legal and financial status, and of the rights and obligations of the organization. Vital records are generally housed in active storage. Accounts receivable, contracts, charters, minutes, payroll, ordinances and resolutions, master personnel listings, all documentation needed to run and read electronic records systems. Fire resistant vaults and safes, dispersal.

###### Class II

Important Records necessary to the continued life of the organization. While the records can be replaced or reproduced, this can only be done at considerable cost in time and money. These records may be housed in either active or inactive storage. Accounts payable, tax lists, directives. Fire resistant safes, vaults or file rooms.

###### Class III

###### Useful

Records useful to the continued life of the organization.

These records may be replaced although their loss would cause temporary inconvenience. Bank statements, correspondence. Fire resistant safes, file rooms, filing devices.

###### Class IV

Non-essential Records that have no present value and should be destroyed. Requests answered, advertisements, announcements. Use, then destroy.

Although there is a tendency to equate vital records with records that have historic or archival value, they are not always one and the same. The life span of vital records may be very brief, and may inversely proportional to its importance to the organization. While archival records have enduring interest and historical value, they may not be relevant to the continued functioning of the governmental unit.

Documentation of computer systems, accounts receivable and insurance policy information are essential to restoring operations after a disaster, even though this information may have a brief usable life or retention period. On the

other hand, records such as militia lists, Civil War records, and pre-1870 correspondence have historical interest and should be retained permanently, but they are not essential to the resumption or maintenance of government operations. The vital and archival categories are not mutually exclusive: records frequently fall into both categories. Since the protection of vital records should take precedence over other records, vital records classifications should be carefully assigned.

## Protection Methods

To determine the most appropriate level of vital records protection, estimate the severity of potential disasters. The severity of the disaster, costs of protection, and budgetary levels will dictate the level of protection. There are two means of protection available to local governments in Massachusetts: on-site storage, and duplication and dispersal.

### 1. On-site storage

Considerations for on-site storage of vital records include the analysis and improvement of buildings or facilities, equipment and supplies, and establishing procedural controls.

1. Building considerations. Establish the adequacy of the floor-load capacity, lighting, ventilation, environmental controls, wall and door fire ratings, smoke and fire alarms and fire suppression systems. Eliminate hazards such as leaks and pest infestation.

2. Equipment considerations. Determine whether the vaults, safes and storage devices meet or exceed Underwriters' Laboratories specifications. Underwriters' Laboratories tests and rates storage and filing equipment on the basis of impact resistance and internal fire and humidity levels during various lengths of exposure to fire. As a general rule, paper begins to deteriorate at 350EF., and magnetic media and photographs begin to deteriorate at 150EF. Storage devices for magnetic media must also be able to maintain an internal relative humidity of below 85%. See the "Vault Operations: Equipment" section for more details.

3. Procedural considerations. Routinely update vital records; prohibit food, beverages and smoking in records areas; do not store combustible materials with records; conduct periodic electrical, building and fire inspections; and periodically test the vital records program through simulation of post-disaster scenarios. See the "Vault Operations" section for routine procedural considerations.

The vital records program should not rely exclusively on on-site storage: there is always the risk that a single area can be destroyed or suffer near total destruction in a disaster. Duplication and dispersal of vital records must be part of the vital records program.

### 2. Duplication and Dispersal

Off-site storage of original, record copies of public records is forbidden under Massachusetts statutes. Duplication of vital records and storing the copies away from the central or primary office is one method of protecting vital records. This strategy is most effective for records that have been microfilmed and for records that are maintained in electronic format.

The environmental requirements for storing master microfilm negatives are very stringent; see the "Threats to Records" section for more detail. To ensure the safety of master microfilm and to ensure proper environmental controls, consider storing the master negatives with the Massachusetts State Records Center or with a private vendor. The State Records Center provides this service free of charge; please see the Additional Information section for contact information. In the event of a disaster, the off-site repository should be able to rapidly retrieve and copy the master negative. The master negative should never be used as a use copy. The master copy should only be used to produce duplicate film.



Electronic records should be backed up at frequent intervals; see the Records Management Unit publications for more detail. Backup copies should be stored off-site; reciprocal arrangements should be made between offices to store their backup copies. Programs and documentation needed to retrieve and read the backup copies should be secured at an off-site location. Agencies and departments should be aware of others who are using the same hardware and software: in the event of a disaster, it may be possible to utilize their hardware and/or software. Electronic archiving may also be investigated as a security measure.

In all cases, the dispersed records should be retained for their full retention periods and should be made available to the appropriate officers.

#### Program Staff

##### The Vital Records Coordinator

If the office already has a comprehensive records management program, the records manager is the most appropriate person to coordinate the vital records protection program. If a comprehensive records management program does not exist, appoint a coordinator who has experience with records management e.g., a staff member of the Clerk's office. It is essential that all members of the organization recognize the authority of the coordinator: the coordinator should act with the administration's authority and should have authority over vital records for all departments.

Most local governments have emergency response procedures for dealing with disasters. Public safety, public works and other personnel are all assigned a role in safeguarding lives and property. These procedures typically do not involve a long-term plan for preserving information and restoring severely disrupted operations, except for physical services such as water, electricity and public safety. A vital records program should be designed to preserve information that is essential to governmental functions. The vital records program should be part of the emergency response program and/or local disaster plans. The vital records coordinator should be part of the overall emergency planning process.

##### The Vital Records Team

The vital records team assists the program coordinator and is an important part of a successful vital records program. The major function of the team is to help the coordinator determine which functions and supporting records are vital to the organization, and to ensure that they are properly safeguarded. Administration, finance, law, information systems, and records management experience are important background for team members.

#### Communications

All officials should be aware of the importance of their vital records, and how critical they are to the survival of the organization. In larger organizations, it may be desirable to have a vital records manual; smaller organizations may find a simple master list to be sufficient. Vital records should be designated on the master records inventory. It is essential that the vital records program is part of management policy.

#### Summary

A vital records management program:

- \* Prevents the loss of information that is critical to the daily operations of government organizations.
- \* Begins with a records inventory that describes the function of the record within the organization.
- \* Classifies records into one of four categories: vital, important, useful or nonessential.
- \* Selects appropriate protection methods to safeguard vital records.
- \* Permits the organization to continue functioning during a disaster and to reestablish services after the disaster.
- \* Should be part of management policy, and should be part of community emergency response and local disaster plans.

## **ADDITIONAL INFORMATION**

For more information, please see Northeast Document Conservation Center's Preservation of Library and Archival Materials: A Manual at [www.nedcc.org/newman.htm](http://www.nedcc.org/newman.htm) and see the Massachusetts Historical Records Advisory Board (MHRAB) technical leaflet "Preservation Basics" at [www.magnet.state.ma.us/sec/arc/arcaac/aacipre.htm](http://www.magnet.state.ma.us/sec/arc/arcaac/aacipre.htm). Also watch the Records Management Unit's Web page at [www.sec.state.ma.us/arc/arcrmu](http://www.sec.state.ma.us/arc/arcrmu) for new technical bulletins.

For more information, please contact the Records Management Unit.

The Records Management Unit is available to help government officials and their staffs with records management. Analysts can assist you with:

Technical Assistance including:

- \* Development of records management programs
- \* Records inventory
- \* Analysis of record-keeping systems
- \* Appraisal and scheduling of records
- \* Implementation of schedules

Training Sessions and Presentations. Analysts will plan an agenda tailored to the records management needs of the agency/department. Analysts frequently speak at meetings of professional associations. Sample topics include:

- \* Records Retention and Disposition
- \* Safety and Security of Records
- \* Records Lifecycle
- \* Care and Handling of Records
- \* Public Records Issues

## RECORD SERIES BY RETENTION PERIOD

What follows is a list of record series from the Municipal Schedules arranged in accordance with retention period.

| Code Number | Code Name   |
|-------------|---|
|             | <b>Retain Until Administrative Use Ceases</b>   |
| 01.013      | Budget Estimates  |
| 01.019      | Correspondence (a) Administrative Convenience: Duplicates of correspondence maintained for the convenience of governmental employees in carrying out their duties. Records in this series are not the official file or record copy. Do not apply this series if records fall under a more appropriate record series.  |
| 01.022      | Correspondence (d) Transitory Messages: Includes messages created primarily to communicate information of short-term value. Examples: messages reminding employees about scheduled meetings or appointments; telephone messages; announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency-sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. |
| 01.030      | Expenditures (estimated)  |
| 01.083      | Payroll Sheets (Departmental)   |
| 01.106      | Personnel, Payroll Deduction Reports  |
| 01.127      | Receipts (estimated annual)   |
| 01.136      | Vendor List   |
| 02.006      | Appropriations, Table of Estimated  |
| 02.018      | Laws, State   |
| 02.031      | Taxation, Notice of Amount to be Raised by  |
| 02.035      | Trail Balance Book  |
| 04.006      | Alphabetical File   |
| 04.014      | Building Permits  |
| 04.021      | Deed and Title Abstracts  |
| 04.032      | Geographic (Street) File  |
| 04.034      | Land Court Records  |
| 04.050      | Probate Records   |
| 04.057      | Reference Files (including Manuals and Text Books)  |
| 04.062      | Sales Questionnaires  |
| 05.035      | Screening, Records of (including tuberculosis, lead poisoning, and related testing programs)<br>(b) Negative Test   |
| 07.023      | Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (b) Records from 1920-1958   |
| 07.076      | Jury List   |
| 07.099      | Public Market, Petition for   |
| 09.007      | Determination, Withdrawal of Request for  |
| 09.012      | Notice of Exemption (Obsolete)  |
| 09.016      | Program Information (Community Activities, Camping Applications, etc.)  |
| 10.007      | Informational Memoranda (from EOEA)   |
| 11.014      | Flow Test Records   |
| 11.020      | Journal Vouchers (Departmental)   |
| 11.022      | Operators Daily Reports   |
| 11.038      | Water Pressure Records  |
| 12.019      | Box Alarm Record  |

| Code Number | Code Name   |
|-------------|---|
| 12.039      | Fuel Oil Record   |
| 12.041      | Inoperative Hydrant Report (Hydrant Trouble Report)   |
| 12.043      | No Loss Report  |
| 12.059      | Preventive Maintenance Check-list   |
| 12.060      | Receipt form Treasurer  |
| 12.063      | Tape Record From Fire Alarm Circuit   |
| 13.027      | Site Plan Review Recommendations  |
| 13.028      | Subdivision Control Recommendations   |
| 16.066      | Schedule of Departmental Payments to Treasurer  |
| 17.001      | Application for a Library Card  |
| 17.003      | Circulation Records   |
| 17.005      | Fine Payment Request Form   |
| 20.013      | Administration, Teaching Schedules  |
| 21.002      | Administration, Certification of Sealer's Equipment; retention after retesting and renewal.   |
| 22.001      | Accounts and Receipts of Collector  |
| 22.011      | Administration, Rules for Police Stations, Lock-ups, Jails, etc.; retention until superseded.   |
| 22.012      | Administration, Schedule of Departmental Bills Payable  |
| 22.014      | Administration, Treasury Warrants   |
| 22.024      | Boundary Records, Receipts for registered notices to contiguous towns.  |
| 22.033      | General, Jury Service Questionnaire   |
| 24.012      | Dog Licenses, Monthly Return of. Form DL6   |
| 24.013      | Dog Licenses, Record of Payment for   |
| 24.016      | Laws, Published (from State Secretary)  |
| 24.022      | Process, Service of   |
| 25.002      | Administration, Individual Payment Ledgers to Recipient; retention after reimbursement by state.  |
|             | <b>30 Days After Activity</b>   |
| 07.034      | Elections, Absentee Ballots, Applications and Envelopes for   |
| 07.035      | Elections, Ballots, Regular and Absentee  |
| 07.048      | Elections, Electronic Vote Tabulation Records for state elections (removable storage devices from electronic vote tabulators such as OPTECH, VTOMATIC, DATABOTE, ACCU-VOTE and EAGLE).  |
| 07.064      | Elections, Recount, Petition and Statement for  |
| 07.071      | Elections, Voter Registration, Affidavit of, Non-Resident   |
| 07.074      | Initiative Petition (Sale of Liquor in Taverns)   |
|             | <b>1 Month After Activity</b>   |
| 01.007      | Audio/Visual tape or Digital Recordings, security and surveillance tapes  |
|             | <b>60 Days After Activity</b>   |
| 07.019      | Charters, Organization, Notice of   |
|             | <b>6 Months After Activity</b>  |
| 01.070      | Open Meeting Law: Complaints (Other than Open Meeting Law Complaints). Includes complaints against the public body other than complaints violations of MGL c. 30A, §§18-25.   |
| 01.072      | Open Meeting Law: Documents, Exhibits, or Other Records Used by a Public Body. Includes all documents, exhibits, maps or notes or any other record reflected in the meeting minutes of a public body as required by MGL c. 30A, §22(a). |

| Code Number | Code Name   |
|-------------|---|
| 01.077      | Open Meeting Law: Open Meeting Law Certifications. The Open Meeting Law Certification is a form provided by the Attorney General, which every member of a public body must sign within two weeks of becoming eligible for their position on the public body.                            |
| 01.079      | Open Meeting Law: Recordings of Meetings for Public Television Access Includes any visual recording of a meeting for the purpose of airing on personal televisions or cable television, whether created at the request of the public body or not, and if maintained by the public body. |
|             | <b>1 Years After Activity</b>   |
| 01.001      | Abutters List; retention after supercession and 20-day appeal period.   |
| 01.006      | Audio Tapes, Hearings   |
| 01.028      | Equipment Maintenance and Repair Records  |
| 01.029      | Equipment Warranties  |
| 01.035      | Licenses and Permits, Applications for  |
| 01.054      | Licenses and Permits, Mobile Home Parks   |
| 01.073      | Open Meeting Law: Meeting Agendas. Includes final documents provided to members of the public body listing the topics and order in which topics will be considered.   |
| 01.075      | Open Meeting Law: Meeting Notices. Includes the final, publicly posted version of all notices for meetings of public bodies.  |
| 01.086      | Personnel, (b) Employment Applications (Unhired)  |
| 01.100      | Personnel, Earning Reports  |
| 01.107      | Personnel, Payroll, Quarterly Reports   |
| 01.112      | Personnel, Tax Exemption Certificates   |
| 01.113      | Personnel, Tax Withholding Statements   |
| 01.115      | Personnel, Training Report for Individual Employees   |
| 01.131      | Reserve Fund Transfer (RFT) Request   |
| 03.001      | Applications (a) Appeals  |
| 03.002      | Applications (b) Comprehensive Permits  |
| 03.003      | Applications (c) Special Permits  |
| 03.004      | Applications (d) Variances  |
| 03.006      | Decisions on (a) Appeals  |
| 03.007      | Decisions on (b) Comprehensive Permits  |
| 03.008      | Decisions on (c) Special Permits  |
| 03.009      | Decisions on (d) Variances  |
| 03.010      | Decisions on (e) Decisions of Zoning Administrator  |
| 03.011      | Notice For Public Hearings (a) Appeals  |
| 03.012      | Notice For Public Hearings (b) Comprehensive Permits  |
| 03.013      | Notice For Public Hearings (c) Special Permits  |
| 03.014      | Notice For Public Hearings (d) Variances  |
| 04.039      | Municipal Liens and Releases  |
| 04.047      | Owners Unknown, Request for Approval to Assess to   |
| 04.072      | Tax Deferral Files  |
| 05.004      | Building Report - Animal Inspector to Director  |
| 05.015      | Dental Examination Records  |
| 05.017      | Food Establishments and Bakeries, Floor Plans of  |
| 05.018      | Health Assessments  |
| 05.026      | Nuisance, Notice/Order to Abate   |
| 05.034      | Screening, Records of (including tuberculosis, lead poisoning, and related testing programs)<br>(a) Positive Test   |

| Code Number | Code Name  |
|-------------|--|
| 05.043      | Veterans, Affidavit Relative to Burial   |
| 06.023      | Notices (d) Violation  |
| 06.030      | Retired Vehicle Records  |
| 07.014      | Census, Annual Town  |
| 07.016      | Charters, Adoption, Petition of  |
| 07.018      | Charters, Nomination Papers (Charter Commission)   |
| 07.021      | Charters, Receipts and Expenditures, Account of  |
| 07.033      | Dog Owners, Annual List of   |
| 07.039      | Elections, Central Voter Registration System Acknowledgement Notice - non-Federal office candidates                  |
| 07.042      | Elections, Central Voter Registration System Confirmation Notice - non-Federal office candidates                     |
| 07.044      | Elections, Central Voter Registration System Final Notice of Removal - non-Federal office candidates                 |
| 07.050      | Elections, Initiative Petition (Local Election) - non-Federal  |
| 07.052      | Elections, Nomination Papers - non-Federal   |
| 07.054      | Elections, Nomination, Certificate of - non-Federal  |
| 07.056      | Elections, Nomination, Certificate of Objection to - non-Federal   |
| 07.058      | Elections, Nomination, Certificate of Withdrawal from - non-Federal  |
| 07.073      | Federal Tax Liens (including Certificates of Discharge, Release)   |
| 07.100      | Public Ways, Appeal, Notice of (Change in Name of Public Way)  |
| 07.115      | State Tax Liens  |
| 07.119      | Tenement Housing, Owner, Notice of   |
| 09.006      | Determination of Applicability, Request for  |
| 10.004      | Equipment Maintenance and Repair Records   |
| 10.011      | Meals on Wheels Delivery Records   |
| 10.012      | Meals on Wheels Payment Books  |
| 10.020      | Van Trip Reports   |
| 11.008      | Catch Basin Cleaning Report  |
| 11.012      | Employee Time Sheet  |
| 11.015      | Foreman's Daily Reports - Hired Equipment  |
| 11.021      | Notice of Intent   |
| 11.028      | Record of Vehicles   |
| 11.036      | Water and Sewer Payments   |
| 12.002      | Apparatus Inspection Report  |
| 12.003      | Application for Installation of Fire Alarm System; retention after satisfactory filing of Certificate of Completion. |
| 12.004      | Application for Permit to Install/Alter Fuel-oil Burning Equipment   |
| 12.005      | Application/Permit for Open-air Fires  |
| 12.020      | Box Test Record  |
| 12.031      | Final Building Inspection Report   |
| 12.033      | Fire Alarm Circuit Tests, Record of  |
| 12.035      | Fire Hose Record   |
| 12.040      | Hydrant Cards  |
| 12.047      | Notification of Intent to Use Salamander   |
| 12.052      | Notification of Violation of Fire Laws   |
| 12.056      | Permit to Install/Alter Fuel-oil Burning Equipment   |

| Code Number | Code Name  |
|-------------|--|
| 13.001      | Applications for Certificates (a) Appropriateness  |
| 13.002      | Applications for Certificates (b) Nonapplicability   |
| 13.003      | Applications for Certificates (c) Hardship   |
| 13.007      | Certificates (a) Appropriateness   |
| 13.008      | Certificates (b) Nonapplicability  |
| 13.009      | Certificates (c) Hardship  |
| 13.010      | Decisions, Demolition Delay  |
| 13.011      | Demolition statement   |
| 13.017      | Modification of Application  |
| 13.018      | Modification of Recommendations  |
| 13.020      | Nominations for National Register (b) Unaccepted Nominations   |
| 13.022      | Public Hearing Waiver Notification   |
| 13.023      | Public Hearing Waiver Requests   |
| 15.001      | Applications (a) Special Permit  |
| 15.002      | Applications (b) Subdivision Control Not Required  |
| 15.003      | Applications (c) Subdivision (Preliminary)   |
| 15.004      | Applications (d) Subdivision (Definitive)  |
| 15.005      | Decisions (a) Special Permit   |
| 15.006      | Decisions (b) Subdivision Control Not Required   |
| 15.007      | Decisions (c) Subdivision (Preliminary)  |
| 15.008      | Decisions (d) Subdivision (Definitive)   |
| 15.010      | Notice for Public hearings (a) Special Permits.  |
| 15.011      | Notice for Public hearings (b) Subdivisions  |
| 15.012      | Notice for Public hearings (c) Zoning Changes  |
| 15.016      | Subdivision Files (a) Preliminary  |
| 16.016      | Cruiser Maintenance Report   |
| 16.042      | Juror Investigation Report   |
| 16.052      | Motor Vehicle Citation   |
| 16.053      | Motor Vehicle Citation Sheet   |
| 16.056      | Permits/Applications (Sunday work, etc.)   |
| 16.057      | Premises Inspected Slips   |
| 16.058      | Prisoner Property Slip   |
| 16.062      | Recordings of Phone Calls (911 etc.)   |
| 18.003      | Purchase Logs  |
| 18.006      | Receiving Slips  |
| 19.001      | Accidental Death Records; retention after exhaustion of benefits and completion of satisfactory audit. |
| 20.001      | Administration, Annual Notice to Public (Legal)  |
| 21.014      | Field Records, Summary of Trial Weighing   |
| 21.015      | Field Records, Summary Record of Field Inspections and Tests Made                                      |
| 21.016      | Field Records, Tank Truck Calibration Record   |
| 21.018      | Field Records, Unit Pricing Inspection   |
| 22.028      | Elections, Education, Notice of Vacancy in General Court   |
| 22.029      | Elections, Notice of Vacancy in County Office  |
| 22.030      | Elections, Notice of Vacancy in Municipal, County or State Office Caused by Retirement                 |
| 23.001      | Catch Reports (Daily or Monthly)   |

| Code Number | Code Name   |
|-------------|---|
| 23.003      | License and Permit Stubs and Duplicates   |
| 23.004      | License Applications  |
| 23.005      | Noncriminal Violation Citations   |
| 23.008      | Relay Permits   |
| 23.009      | Seed Permits  |
|             | <b>22 Months After Activity</b>   |
| 07.047      | Elections, Electronic Vote Tabulation Records for federal elections (removable storage devices from electronic vote tabulators such as OPTECH, VTOMATIC, DATABOTE, ACCU-VOTE and EAGLE).                                  |
|             | <b>2 Years After Activity</b>   |
| 07.065      | Elections, Register of Voters, Affidavit of   |
| 07.070      | Elections, Voter Check-Off List   |
|             | <b>3 Years After Activity</b>   |
| 01.010      | Bids for Contracts (a) Where no contract is awarded   |
| 01.020      | Correspondence (b) General Administrative: General correspondence associated with administrative practices but does not create policy or procedure.   |
| 01.031      | Incident Reports  |
| 01.078      | Open Meeting Law: Open Meeting Law Complaints. Includes complaints filed against the public body for an alleged violation of the Open Meeting Law and any correspondence and supporting materials related to a complaint. |
| 01.089      | Personnel, Accident Report Forms  |
| 01.091      | Personnel, Accident Reports (b) Property Damage   |
| 01.094      | Personnel, Authorized Leave Report  |
| 01.098      | Personnel, Daily Assignment Sheets  |
| 01.099      | Personnel, Drill Reports  |
| 01.102      | Personnel, Group Insurance Reports (Blue Cross etc.)  |
| 01.104      | Personnel, Leave Reports (Authorized)   |
| 01.105      | Personnel, Overtime Reports   |
| 01.111      | Personnel, Sick Leave Reports   |
| 01.114      | Personnel, Time Sheets  |
| 01.116      | Personnel, Vacation Report  |
| 01.122      | Public Records Request Form   |
| 04.001      | Abatement under c. 58 s. 8 Assessors' Request for Authorization and Commissioner's Determination; retention following satisfactory audit and completion of all appeals.   |
| 04.002      | Abatement, Applications for. Form 126, 127, 128, 129; retention following satisfactory audit and completion of all appeals.   |
| 04.003      | Abatement, Certificates of. Form 146, 146B, 147; retention following satisfactory audit and completion of all appeals.  |
| 04.004      | Abatements, Card Files of   |
| 04.008      | Appellate Tax Board (ATB) case files (including all relevant documentation, Petition under Formal Procedure and Petition under Informal Procedure); retention after final settlement.                                     |
| 04.009      | Application for Excise on Farm Animals, Machinery and Equipment. Form FAE-ME  |
| 04.024      | Equalized Valuation LA-3 Status Report  |
| 04.027      | Exemptions for Charitable Organizations, Application Files (includes 3ABC and Annual Reports)   |
| 04.029      | Exemptions, Card Files of   |



| Code Number | Code Name  |
|-------------|--|
| 04.031      | Forms of List. Form 2, 2HF   |
| 04.033      | Income and Expense Statements  |
| 04.053      | Property Sales Report. Form LA 3   |
| 04.058      | Refusal to Abate Property Tax, Notice of. Form 135, 135E, 136  |
| 04.061      | Return to Assessors, Boats Ships and Vessels. Form 2BE-1   |
| 05.008      | Communicable Disease History Sheet   |
| 06.011      | Elevator and Escalator Inspection Records (b) Specifications   |
| 06.031      | Sick Leave Reports   |
| 07.038      | Elections, Central Voter Registration System Acknowledgement Notice - Federal office candidates  |
| 07.040      | Elections, Central Voter Registration System Affirmation of Current Residence  |
| 07.041      | Elections, Central Voter Registration System Confirmation Notice - Federal office candidates   |
| 07.043      | Elections, Central Voter Registration System Final Notice of Removal - Federal office candidates   |
| 07.049      | Elections, Initiative Petition (Local Election) - Federal  |
| 07.051      | Elections, Nomination Papers - Federal   |
| 07.053      | Elections, Nomination, Certificate of - Federal  |
| 07.055      | Elections, Nomination, Certificate of Objection to - Federal   |
| 07.057      | Elections, Nomination, Certificate of Withdrawal from - Federal  |
| 07.063      | Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (b) Committees other than those authorized by a candidate            |
| 07.068      | Elections, Supplementary Registration, Certificates of   |
| 07.069      | Elections, Tally Sheets  |
| 07.072      | Elections, Voting List, Certificate of Omission from   |
| 07.075      | Inventory and Bond ("Closing Out" and similar sale)  |
| 08.016      | Municipal Lien Certificate Stubs. Form 290   |
| 08.017      | Municipal Lien, Renunciation of Rights under Statement to Continue. Form 291   |
| 08.018      | Municipal Lien, Statement Filed to Continue. Form 291  |
| 10.001      | Applications for Programs  |
| 10.002      | Client Referrals   |
| 10.003      | Clinic Attendance Tally Sheets   |
| 10.008      | Intake Reports (Client Case Files)   |
| 10.009      | Kitchen Audits   |
| 10.013      | Monthly Statistics   |
| 10.014      | Outreach Reports   |
| 10.015      | Participant Directories  |
| 10.016      | Position Descriptions (including Volunteer Position Descriptions)  |
| 10.018      | Surveys of Services  |
| 10.019      | Time Sheets  |
| 11.032      | Sick Leave Reports   |
| 12.008      | Application/Permit to Conduct Supervised Display of Fireworks; retention after issuance.   |
| 12.009      | Application/Permit to Conduct Supervised Firing of Canon; retention after issuance.  |
| 12.011      | Application/Permit to Disconnect, Shut Off, Remove, etc., Sprinkler or Fire-sensing Device; retention after satisfactory completion of work. |
| 12.012      | Application/Permit to Handle, Store, Sell, Buy, Transport or Ignite Model Rockets or Rocket Engines; retention after expiration of permit.   |
| 12.015      | Application/Permit to Manufacture Fireworks  |

| Code Number | Code Name   |
|-------------|---|
| 12.016      | Application/Permit to Operate Lumberyard  |
| 12.017      | Application/Permit to Remove Underground Flammable Tank   |
| 12.018      | Authorized Leave Report   |
| 12.048      | Notification of Leak, Spill, Rupture, Overflow, etc. , of Flammable Liquids                                   |
| 13.005      | Bids for Contracts (a) Where no contract is awarded   |
| 14.002      | Application for License and/or Permits Other Than Alcoholic and Liquor Beverage, licenses granted and denied. |
| 16.009      | Cell Monitoring Reports   |
| 16.015      | Criminal Offender Record Information Request Form   |
| 16.021      | E-911 Call Detail Record  |
| 16.025      | Evidence Control Form   |
| 16.031      | Found Property Form   |
| 16.033      | Incident Report (Miscellaneous non-criminal investigation)  |
| 16.045      | Missing Person Report   |
| 16.046      | Motor Vehicle Accident Reports (a) Operator's Report (investigation or no investigation)                      |
| 16.050      | Motor Vehicle Accident Reports (e) Property Damage  |
| 16.051      | Motor Vehicle Accident Reports (f) Investigating Officer's Report   |
| 16.054      | Motor Vehicle Inventory Form  |
| 16.060      | Protective Custody Report (All)   |
| 16.061      | Radar Log   |
| 16.065      | Roll Call Report  |
| 16.067      | Stolen Goods Report   |
| 16.068      | Stolen Vehicle Report   |
| 16.071      | Unclaimed Property, Notice of Sale  |
| 19.022      | Elections, Appeals to Board of Election Officer's Decision  |
| 19.023      | Elections, Ballots (including Disqualified and Absentee)  |
| 19.024      | Elections, Nomination Papers  |
| 19.025      | Elections, Notice of Election   |
| 19.026      | Elections, Notification of Election Results   |
| 19.041      | Membership Files, Disclosure of Member Information Records  |
| 20.004      | Administration, Extended School Year Plan Records   |
| 20.024      | Fiscal, Food Service Records (a) Breakfast Program Records  |
| 20.025      | Fiscal, Food Service Records (b) Commodity Distribution Program Records                                       |
| 20.026      | Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records           |
| 20.027      | Fiscal, Food Service Records (d) Lunch Program Records  |
| 20.028      | Fiscal, Food Service Records (e) Milk Program Records   |
| 20.030      | Fiscal, Food Service Records (g) Policies and Memoranda   |
| 20.039      | Payroll, Fiscal, Blue Cross, Reports to   |
| 20.042      | Payroll, Substitute Teacher Employment Applications   |
| 20.044      | Payroll, Tuberculosis; Report of School Personnel, Freedom from   |
| 20.045      | Payroll, Vacancy, Posting of Teaching   |
| 21.006      | Field Records, Adjustments - Sealing - Not Sealed - Condemnations (Field Card)                                |
| 21.007      | Field Records, Commodities Reweighing Record  |
| 21.008      | Field Records, Field Inspections and Test (Markings - Licenses - Systems - Certificates)                      |
| 21.009      | Field Records, Fuel Delivery Inspection   |
| 21.010      | Field Records, Hawkers and Peddlers Inspection  |

| Code Number | Code Name   |
|-------------|---|
| 21.011      | Field Records, Merchants Equipment Record   |
| 21.012      | Field Records, Meter Test Record (Sealing or Retest)  |
| 21.013      | Field Records, Petroleum Delivery Inspection Record   |
| 21.017      | Field Records, Taxi Inspection  |
| 22.002      | Administration, Appeal to Appellate Tax Board (ATB); retention after final settlement.  |
| 22.003      | Administration, Appointment Certificate; retention after termination of appointment.  |
| 22.010      | Administration, Employment Applications (b) unhired.  |
| 22.038      | Licenses and Permits, Application for License (a) License Granted   |
| 22.039      | Licenses and Permits, Application for License (b) License Denied  |
| 22.040      | Licenses and Permits, Application for Permit (a) License Granted  |
| 22.041      | Licenses and Permits, Application for Permit (b) License Denied   |
| 23.002      | Closure, Notices of   |
| 23.007      | Purification Plant, Reports of Transport of Shellfish to  |
|             | <b>4 Years After Activity</b>   |
| 16.011      | Civilian Complaints, no specific officers named   |
|             | <b>5 Years After Activity</b>   |
| 01.021      | Correspondence (c) Policy Development: Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters. |
| 01.117      | Personnel, Weekly Personnel Report  |
| 04.007      | Amended Tax Base Growth Summary (including Tax Base Growth Parcel Listing). Form LA-13A   |
| 04.010      | Assessment/Classification Report. Form LA-4   |
| 04.025      | Estimated Growth Report   |
| 04.068      | State-owned Land, Commissioner's Notification to Assessors of his Determination of Value of   |
| 04.069      | State-owned Land, Request from Commissioner for Assessors to Notify of Assessed Value of  |
| 04.070      | Tax Base Growth Summary (including all supporting documentation). Form LA-13  |
| 05.033      | School Health Records   |
| 07.004      | Bonds, Blasting   |
| 07.006      | Bonds, Constable  |
| 07.007      | Bonds, Fireworks, Manufacture of  |
| 07.009      | Bonds, Shooting Gallery License, Applicant for  |
| 07.011      | Business Notices, Certificate   |
| 07.012      | Business Notices, Discontinuance, Change of Address, etc., Notice of  |
| 07.059      | Elections, Party Enrollment   |
| 07.060      | Elections, Political Committee, List of Officers and Members of (City, Ward, Town)  |
| 07.102      | Public Ways, Injury, Notice of  |
| 08.014      | Deputy Collector, Application for Appointment. Form 262   |
| 12.022      | Certificate of Approval of Flameproof Decorations   |
| 12.023      | Certificate of Completion of Installation of (Solid Fuel) Fuel-oil Burning Equipment  |
| 12.025      | Certificate of Flame proofing of an Impermanent Nature  |
| 16.013      | Civilian Complaints, unsubstantiated  |
| 20.003      | Administration, Evidence Teaching Credentials; retention after termination of employment  |
| 20.023      | Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)   |
| 20.043      | Payroll, Tax Exemption Certificate  |
| 22.015      | Animal Control, Complaint against vicious or barking dog  |
| 22.016      | Animal Control, Warrant returned from police officer, constable and/or dog officer  |

| Code Number | Code Name  |
|-------------|--|
| 22.017      | Animal Control, Warrant to police officer, constable and/or dog officer  |
| 22.034      | General, Notice of Strike or Lockout   |
| 23.006      | Predator Control Permits and Reports   |
| 24.027      | Tax Exemption Certificates (M-4; W-4; 4-E)   |
| 24.049      | Tax Withholding Statements. Form W-2, M-2  |
|             | <b>6 Years After Activity</b>  |
| 01.076      | Open Meeting Law: Notice to Individuals. Includes notice given to individuals that a public body intends to convene in executive session as that term is defined by MGL c. 30A, §18, for the purpose of discussing the reputation, character, physical condition or mental health of the individual pursuant to MGL c. 30A, §21(a)(1). |
| 07.024      | Chattel Mortgages, Uniform Commercial Code (UCC) (all filings)   |
| 07.027      | Condensed Financial Returns  |
| 07.037      | Elections, Campaign Finance Statements. Form CPF M 102   |
| 07.061      | Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a) Candidate's political committee  |
| 07.062      | Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a) Candidate's political committee  |
| 24.011      | Disallowance, Notices of   |
|             | <b>7 Years After Activity</b>  |
| 01.015      | Check Registers  |
| 01.016      | Checks, cancelled  |
| 01.032      | Insurance Policies   |
| 01.041      | Licenses and Permits, Druggist   |
| 01.045      | Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (b) Renewals (certificates of annual registration)   |
| 01.048      | Licenses and Permits, Inn holder   |
| 01.090      | Personnel, Accident Reports (a) Personal Injury  |
| 01.103      | Personnel, Individual Training Report  |
| 01.109      | Personnel, Performance Bonds   |
| 01.118      | Physician's Accident Report  |
| 02.014      | Debt Record. Form AD 14  |
| 02.022      | Ledger, Debt   |
| 02.033      | Temporary Officer, Bond for  |
| 04.018      | Cooperative Assessing Agreement  |
| 05.012      | Contacts with Living Patients  |
| 05.013      | Deceased Contacts, Records of  |
| 05.014      | Deceased Patients, Records of  |
| 05.019      | Immunization, Records of (excluding Influenza, see below)  |
| 05.021      | Influenza Immunization, Records of   |
| 05.023      | Living Contacts of Deceased Patients, Records of   |
| 05.028      | Physicians' Orders   |
| 05.029      | Reports from Hospitals and Clinics   |
| 06.002      | Application for Permits (b) Electrical Wiring; record all permits in permanent log.  |
| 06.003      | Application for Permits (c) Elevator and Escalator; record all permits in permanent log.   |
| 06.005      | Application for Permits (e) Gas Fitting; record all permits in permanent log.  |
| 06.006      | Application for Permits (f) Plumbing Work; record all permits in permanent log.  |

| Code Number | Code Name  |
|-------------|--|
| 06.010      | Elevator and Escalator Inspection Records (a) Plans for Installation or Alteration   |
| 06.015      | Elevator and Escalator Inspection Records (f) Reports as to Unsafe Conditions and Accidents; Accident Reports; Receipts for Accident Reports |
| 06.016      | Equipment Records  |
| 06.020      | Notices (a) To Affix Street Numbers  |
| 06.022      | Notices (c) To Cease and Desist Illegal Work   |
| 06.028      | Plans and Specifications (c) Specifications  |
| 06.032      | Special Investigation Records  |
| 07.001      | Assignment, Creditors, Benefit of  |
| 07.005      | Bonds, City/Town Clerk   |
| 07.008      | Bonds, Performance   |
| 07.026      | Claims of Payment  |
| 07.028      | Conflict of Interest Statements  |
| 07.029      | Debt, Statements of, Public Works, Labor and Material used in  |
| 07.030      | Debt, Statements of, Railroad, Work performed for  |
| 07.078      | Jury Selection List (b) Prospective Juror List   |
| 07.083      | Performance Certificates   |
| 07.104      | Railroads, Notice of Intention to Claim Right of Action for Materials and Labor Furnished to   |
| 07.124      | Vessel, Statement of Lien on   |
| 08.005      | Bonds, performance, Deputy Collector   |
| 08.006      | Bonds, performance, Special Collector  |
| 08.007      | Bonds, performance. Collector  |
| 10.005      | Grant Files (Successful Applications)  |
| 11.019      | Job Cost Ledgers   |
| 11.033      | Street Openings  |
| 11.035      | Water and Sewer Applications   |
| 11.037      | Water Consumption Testing Record   |
| 11.039      | Water Service (a) Journals   |
| 11.042      | Water Service (d) Rates and Service  |
| 12.001      | Ambulance Calls Report   |
| 12.006      | Application/Permit for the Keeping and Storage of Explosives; retention after expiration of permit.  |
| 12.007      | Application/Permit for the Use and Handling of Explosives; retention after expiration of permit.   |
| 12.013      | Application/Permit to Install Special Extinguishment System; retention after completion of installation.                                     |
| 12.024      | Certificate of Completion of the Installation of Fire Alarm System   |
| 12.046      | Notification of Fire and/or Accident Caused by Model Rocket or Rocket Engine   |
| 14.023      | Retail Package Goods   |
| 14.028      | Specific License Types, Clubs  |
| 14.029      | Specific License Types, Common Victualers  |
| 14.030      | Taverns  |
| 16.001      | Ambulance Calls Report   |
| 16.012      | Civilian Complaints, substantiated   |
| 16.014      | Controlled Substance Seizure Report (no arrest or warrant)   |
| 16.018      | Disciplinary Case Files, resulting from administrative reprimand   |
| 16.019      | Disciplinary Case Files, resulting from civilian complaint   |
| 16.020      | Dog Bite Investigation Report  |

| Code Number | Code Name   |
|-------------|---|
| 16.034      | Internal Investigation Case Files   |
| 16.039      | Investigation Report of all crimes except Murder and those covered by c. 265, s. 17, 18, 19, 21 (no arrest or warrant)  |
| 16.048      | Motor Vehicle Accident Reports (c) Hit and Run  |
| 16.049      | Motor Vehicle Accident Reports (d) Personal Injury  |
| 16.064      | Reprimands, resulting from civilian complaint   |
| 17.007      | Library Improvement Program Files   |
| 18.001      | Emergency Procurement Files   |
| 18.002      | Procurement Officer's Delegation of Powers and Duties   |
| 18.004      | Purchase Order Files (including Vendor's Acknowledgement, Records of Quotations, Purchase Requirements Descriptions)  |
| 18.005      | Real Property, Acquisition and Disposition Files  |
| 18.007      | Sheltered Market Program Files  |
| 18.008      | Surplus Supply Disposition Files  |
| 19.004      | Administration and Finance, Amount to be Paid to Pension Fund, Actuary's Notification   |
| 19.005      | Administration and Finance, Amount to be Paid to Pension Fund, Certification to Mayor or Selectmen and Disbursing Officer   |
| 19.006      | Administration and Finance, Annual Report, Request for Filing Extension   |
| 19.007      | Administration and Finance, Bonds of Fiduciaries; retention after expiration of bond.   |
| 19.008      | Administration and Finance, Cash Book   |
| 19.011      | Administration and Finance, Investment Control Cards; retention following maturation or divestment of investment.   |
| 19.012      | Administration and Finance, Listing of Disabled Members Who Have Not Filed an Annual Statement of Earnings  |
| 19.013      | Administration and Finance, Receipts for Administrative Expenses  |
| 19.014      | Administration and Finance, Requests for Reimbursement for COLA and Statutorily Mandated Benefit Increases  |
| 19.016      | Administration and Finance, Tax Withholding Statement (W2-P)  |
| 19.017      | Administration and Finance, Trial Balance Book  |
| 19.018      | Administration and Finance, Warrants (Payments to Retirees and Beneficiaries and Refunds to Members Leaving Service)  |
| 19.028      | Investments, Investment Advisors' Disclosure Statements   |
| 19.029      | Investments, Invoices Submitted by Investment Managers and Custodians   |
| 19.030      | Investments, Monthly Report from System's Investment Manager and Custodian  |
| 19.031      | Investments, Orders to and Brokers Confirmations of Purchases and Sales   |
| 19.032      | Investments, Semiannual Review of Investment Performance and Minutes of Semi-Annual Meeting with Investment Advisor   |
| 19.035      | Membership Files, Assignment Documents  |
| 20.011      | Administration, School, Condition of, Annual Report   |
| 20.014      | Fiscal, Annual Audit of the Accounts of the Regional School District Committee  |
| 20.017      | Fiscal, Bond Coupons  |
| 20.020      | Fiscal, Bus Vouchers  |
| 20.029      | Fiscal, Food Service Records (f) Paid Invoices  |
| 20.031      | Fiscal, Food Service Records (h) Reimbursement Claims   |
| 20.036      | Fiscal, Reimbursement Claims  |
| 22.004      | Administration, Appropriation forms for the payment of unpaid bills of previous years (a) Certificate of Order; retention after completion of satisfactory audit. |

| Code Number | Code Name  |
|-------------|--|
| 22.005      | Administration, Appropriation forms for the payment of unpaid bills of previous years (b) Certificate of Delivery; retention after completion of satisfactory audit.   |
| 22.006      | Administration, Appropriation forms for the payment of unpaid bills of previous years (c) Certificate of Receipt; retention after completion of satisfactory audit.  |
| 22.007      | Administration, Appropriation forms for the payment of unpaid bills of previous years (d) Certificate of Services Rendered; retention after completion of satisfactory audit.  |
| 22.045      | Licenses, Alcoholic Beverages, Club License  |
| 22.046      | Licenses, Alcoholic Beverages, Common Victualer License  |
| 22.048      | Licenses, Alcoholic Beverages, Retail Package Goods License  |
| 22.049      | Licenses, Tavern License   |
| 23.011      | Shellfish Grant Files  |
| 24.002      | Bonds, Performance, Assistant Treasurer  |
| 24.003      | Bonds, Performance, Temporary Officer (C)  |
| 24.004      | Bonds, Performance, Temporary Officer (T)  |
| 24.005      | Bonds, Performance, Treasurer  |
| 24.006      | Bonds, Performance, Treasurer to Comm. on Children's Health Camps  |
| 24.017      | Loans, Bond Certificates and Coupons, Cancelled  |
| 24.018      | Loans, Borrowing, Report on  |
| 24.020      | Loans, Notes and Certificates of Indebtedness, Cancelled   |
| 24.021      | Loans, Payment of Notes, Report to Director Concerning   |
| 25.001      | Administration, Audit of Monthly Report. Form VS-7   |
| 25.003      | Administration, Monthly Reports to Commissioner. Form VS-5 and VS-6  |
| 25.008      | Burial Records, Return of Expense for Burial   |
|             | <b>10 Years After Activity</b>   |
| 01.008      | Audit Report   |
| 02.019      | Ledger, Appropriation. Form AD 8   |
| 02.021      | Ledger, Classification. Form ADC 1-48  |
| 02.023      | Ledger, General. Form AD 3, 7  |
| 02.024      | Ledger, Retirement   |
| 04.005      | Agricultural or Horticultural and Recreational Land Classification Files, Including Application for Classification (CL-1), Prop. Owners' Acknowledgements (CL-1(61A), CL-1(61B)), Notices of Action (CL-2, CL-7, CL-8, CL-10), Tax Lien (CL-3), Tax Lien Release (CL-9); Certificate of Penalty Tax (CL-6) |
| 04.030      | Forest Land Classification Files, Including Application for Classification (CL-1), Prop. Owners' Acknowledgements (CL-1(61), Notices of Action (CL-2, CL-7, CL-8, CL-10), Tax Lien (CL-3), Tax Lien Release (CL-9); Certificate of Penalty Tax (CL-6)  |
| 07.114      | State Audit (City/Town Accounts)   |
| 12.032      | Final Fire Report to State Fire Marshal  |
| 20.033      | Fiscal, Ledger, Agency and Trust Accounts  |
| 20.034      | Fiscal, Ledger, Appropriation  |
| 20.035      | Fiscal, Ledger, General  |
|             | <b>11 Years After Activity</b>   |
| 16.035      | Investigation Report (no arrest or warrant) (a) Armed Robbery  |
| 16.036      | Investigation Report (no arrest or warrant) (b) Assault with a Dangerous Weapon  |
| 16.037      | Investigation Report (no arrest or warrant) (c) Unarmed Robbery  |
| 16.038      | Investigation Report (no arrest or warrant). (d) Confining or putting in fear with intent to commit felony   |

| Code Number | Code Name   |
|-------------|---|
|             | <b>20 Years After Activity</b>  |
| 01.085      | Personnel, (a) Employment Applications (Hired)  |
| 01.088      | Personnel, (d) Personnel Files Other than Earning Records   |
| 01.092      | Personnel, Appointment Certificates   |
| 01.093      | Personnel, Attendance Report  |
| 01.095      | Personnel, Civil Service Approvals  |
| 01.096      | Personnel, Civil Service Forms  |
| 01.110      | Personnel, Personnel Files  |
| 16.022      | Employment History Records  |
| 17.006      | Library Building Program Files  |
| 22.031      | Employment Service Record   |
| 25.016      | Case History File, Entire Case History File   |
|             | <b>30 Years After Activity</b>  |
| 05.016      | Direct Patient Care Service, Records of (including Primary Care Center)   |
| 05.020      | Index Cards   |
|             | <b>50 Years After Activity</b>  |
| 19.027      | Investments, Exemption File (Including Document Showing Why Exemption Should Not Be Revoked, Application for Exemption and Continued Exemption, Commissioner's. Form PERA 19-1    |
|             | <b>60 Years After Activity</b>  |
| 19.034      | Membership Files (includes elements of Retirement Benefits Case File but may be treated individually for disposition), Accumulated Total Deductions, Request for Return to Member |
| 19.043      | Membership Files, Membership Control Cards  |
| 19.046      | Membership Files, Notice of Injury from Member and/or Department Head   |
| 19.048      | Membership Files, Notification to Inactive Members that Interest has Ceased to Accrue   |
|             | <b>Duration of Appointment</b>  |
| 04.013      | Betterments, Card Records of  |
| 07.118      | Tenement Housing, Attorney, Appointment of  |
| 07.121      | Tenement, Agent for Owner of  |
|             | <b>Life of Building/Agreement/Installation</b>  |
| 06.001      | Application for Permits (a) Building; record all permits in permanent log.  |
| 06.004      | Application for Permits (d) Erect, Alter or Repair; record all permits in permanent log.  |
| 06.007      | Application for Permits (g) Signs; record all permits in permanent log.   |
| 06.008      | Application for Permits (h) Swimming Pool; record all permits in permanent log.   |
| 06.017      | Inspection Certificates (a) Egress  |
| 06.018      | Inspection Certificates (b) Occupancy   |
| 06.021      | Notices (b) Building in Dangerous Condition   |
| 06.027      | Plans and Specifications (b) Plans of Private Dwellings   |
| 06.033      | Waiver of Code Regulation   |
| 07.120      | Tenement Housing, Plans, Specifications, etc.   |
| 09.018      | Special Formal Agreements (Leases, Licenses, Letters of Understanding for Public to use Conservation Land i.e., to hay a field, etc.)   |
| 12.010      | Application/Permit to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds   |
| 12.014      | Application/Permit to Keep, Store, and Use Flammable Liquids, Solids and Gases  |



| Code Number | Code Name  |
|-------------|--|
|             | <b>Retain Until Subsequent Event</b>   |
| 01.017      | Contract Files – (a) where no debt is issued to pay the contract. Includes documentation of award and performance of contract, original contract, change orders, all related purchase orders, invoices and schedules of bills payable.   |
| 01.018      | Contract Files – (b) where debt is issued to pay the contract. Includes documentation of award and performance of contract, original contract, change orders, all related purchase orders, invoices and schedules of bills payable.  |
| 01.023      | Data Processing Input Forms  |
| 01.025      | Equipment Inventory  |
| 01.026      | Equipment Inventory Form   |
| 01.027      | Equipment Loan Report  |
| 01.080      | Open Meeting Law: Recordings of Meetings for Use in Drafting Minutes. Includes any audio or visual recording of a meeting by the public body or authorized by the public body. This includes recordings by public bodies to use as an aide in drafting the final version of meeting minutes. This does not include recordings made by persons attending the meeting who wish to record a meeting for their own purposes. |
| 01.081      | Open Meeting Law: Training Materials. Includes educational materials provided to members of public bodies pursuant to MGL c. 30A, §19(b).  |
| 01.101      | Personnel, Equipment Loan Report (for Long Term Use)   |
| 01.120      | Prison-made Goods, List of   |
| 04.016      | Classification Tax Rate Allocation. Form LA-5  |
| 04.020      | Data Processing Input Forms  |
| 04.022      | Department of Revenue Directives and Guidelines  |
| 04.036      | Minimum Residential Factor Computation Form. Form LA-7   |
| 04.044      | Notification of Collector's Bond   |
| 04.052      | Property Record Cards  |
| 04.074      | Total Valuation of All Property. Form LA-2   |
| 05.022      | Inspection Reports   |
| 05.027      | Occupancy, Certificate of  |
| 05.041      | Subsurface Sewer Disposal System   |
| 05.042      | Subsurface Sewer Disposal System, Inspection Report Records  |
| 05.044      | Well Child Clinic, Records of (including preschool immunization)   |
| 06.012      | Elevator and Escalator Inspection Records (c) Certificate of Approval  |
| 06.013      | Elevator and Escalator Inspection Records (d) Inspection Reports   |
| 06.014      | Elevator and Escalator Inspection Records (e) Certificate or Notice as to Safety and Construction  |
| 06.019      | Inspection Certificates (c) Other: Building, Elevator and Escalator, Gas Fitting, Plumbing and Wiring, etc.  |
| 07.045      | Elections, Claim to Office, Statement of   |
| 07.046      | Elections, Declaration of Intention to Contest Election  |
| 07.077      | Jury Selection List (a) Numbered Resident List; Numbered Resident File; Random Number List; Typewritten List of Randomly Selected Jurors   |
| 07.117      | Summons  |
| 08.010      | Cash Books, Property. Form 200 RE  |
| 08.026      | Tax Bill, Request for Separate. Form 208B  |
| 09.001      | Certificate of Compliance  |
| 09.002      | Certificate of Compliance (Partial)  |

| Code Number | Code Name   |
|-------------|---|
| 09.003      | Certification of an Emergency Project   |
| 09.004      | Determination of Applicability, Reply of (Negative)   |
| 09.005      | Determination of Applicability, Reply of (Positive)   |
| 09.009      | Environmental Data Form   |
| 09.013      | Notice of Intent (Application). Includes supporting information narrative, boring logs, plans, etc. |
| 09.014      | Order of Conditions (Extension Permit)  |
| 09.015      | Order of Conditions. Includes supporting information reports, photos, plans, etc.                   |
| 09.017      | Request for Compliance/Stop Work Order (Cease and Desist)   |
| 10.006      | Grant Files (Unsuccessful Applications)   |
| 10.017      | Program Instructions (from EOEA)  |
| 11.041      | Water Service (c) Plates for Route Books  |
| 11.043      | Water Service (e) Route Books   |
| 12.029      | Equipment Loan Record   |
| 12.044      | Notice of Inspection (Annual) of Tanks for the Storage of Fluids                                    |
| 12.050      | Notification of the Construction, Change or Alteration of Self-service Gasoline Station             |
| 12.051      | Notification of Use of Canine Guards in a Mercantile or Commercial Establishment                    |
| 12.054      | Partial Building Inspection Reports   |
| 12.055      | Permit for Storage of Fuel Oil  |
| 12.057      | Plans and Specifications for Dry Cleaning Plant   |
| 12.058      | Preliminary Report to State Fire Marshal  |
| 13.004      | Archaeologist, Reports to State   |
| 13.016      | Massachusetts Preservation Program Fund Pre-Application Form  |
| 15.017      | Subdivision Files (b) Definitive  |
| 16.023      | Equipment Inventory   |
| 16.024      | Equipment Maintenance Log   |
| 16.026      | Firearm Identification Card   |
| 16.027      | Firearm, License to Carry (Application)   |
| 16.028      | Firearm, License to Carry. Form FA-19   |
| 16.069      | Taxi Cab Driver Records   |
| 16.072      | Uniform National Crime Reports  |
| 17.002      | Bibliographic Database  |
| 17.004      | Complaint and Censorship Records  |
| 17.008      | Long Range Program Files  |
| 17.010      | Patron Information Database   |
| 19.019      | Disability, Disability Benefit Records  |
| 19.021      | Disability, Notification to Disabled Member of Failure to File Annual Statement of Earnings         |
| 19.036      | Membership Files, Calculation Verification Forms (from PERA)  |
| 19.037      | Membership Files, Certificates of Birth, Marriage and Divorce                                       |
| 19.038      | Membership Files, Certification that 18-to 22-year old Child is a Full-time student                 |
| 19.039      | Membership Files, Change of Beneficiary Blank   |
| 19.040      | Membership Files, Contributory Retirement Appeals Board Decisions                                   |
| 19.042      | Membership Files, Documentation by Member of Time and Compensation for Public                       |
| 19.044      | Membership Files, New Entrant Enrollment Blank  |
| 19.045      | Membership Files, Non-Contributory Retirement Benefit Records (includes All Veteran's Claim)        |
| 19.047      | Membership Files, Notification of Leave of Absence  |
| 19.049      | Membership Files, Options on Retirement, Election   |

| Code Number | Code Name   |
|-------------|---|
| 19.050      | Membership Files, Requests for Reimbursement for Prorated Pensions and Transfer of Funds in Response Thereto  |
| 19.051      | Membership Files, Retirement Payment Cards  |
| 19.052      | Membership Files, Service Buy-back Forms or Letters   |
| 19.053      | Membership Files, Survivorship Records (includes Benefits)  |
| 19.054      | Membership Files, Veteran's Benefits Records and all Documentation Establishing Status. Form DD-214, Veteran's 9-5  |
| 19.055      | Membership Files, Waiver of Retirement Allowance  |
| 19.056      | Membership Files, Worker's Compensation, History of   |
| 19.057      | Rehabilitation Records, General   |
| 19.058      | Rehabilitation Records, Request by Disabled Member to Reduce or Withdraw Board's Request for Refund   |
| 19.059      | Rehabilitation Records, Request for Refund from Disabled Member   |
| 19.060      | Rehabilitation Records, Statement of Earnings from Member   |
| 19.061      | Service 65-70, Annual Certification of Member's   |
| 19.062      | Service 65-70, Appointing Authority Request for Medical Examination, Request for. Form PERA 12-2  |
| 19.063      | Service 65-70, Department Head's Statement 2 and 4 Members  |
| 19.064      | Service 65-70, Medical Questionnaire to be Completed by Member. Form PERA 12-3  |
| 19.065      | Service 65-70, Notification that Member May Continue in Service Past Age 65. Includes Member Response. Form PERA 12-1   |
| 19.066      | Service 65-70, Notification that Member May Not Continue in Service Past Age 65   |
| 19.067      | Service 65-70, Physician's Certification. Form PERA 12-1  |
| 19.068      | Service After 70, Members Age 70 or over, Election of Deductions  |
| 19.069      | Service After 70, Members Continuing in Service After Age 70 Records  |
| 19.070      | Service After 70, Notice to Group 1 Member 180/120 Days Prior to 70th Birthday  |
| 19.071      | Service After 70, Notice to Member over Age 70 and Have Deductions Taken  |
| 19.072      | Superannuation Retirement Benefits Records. Includes Allowance and Calculation Forms (PERA 9-1, 9-2 or 9-3) and Letter of Withdrawal of Application). Form PERA 9-1, 9-2, 9-3 |
| 20.022      | Fiscal, Equipment Inventory Form  |
| 23.010      | Shellfish Conservation and Management Plan  |
| 24.010      | Deposit Books   |
| 24.026      | Tax Abatements, Notice of   |
| 24.050      | Taxation, Notice of Amount to be Raised by  |
| 25.004      | Burial Records, Affidavit Relative to Burial of Veterans  |
| 25.005      | Burial Records, Application for Burial Expense (VS-9)   |
| 25.006      | Burial Records, Death Report  |
| 25.011      | Case History File, Assignment, Discharge of   |
| 25.012      | Case History File, Assignment, Form of  |
| 25.013      | Case History File, Assignment, Notice of  |
| 25.014      | Case History File, Assignment, Partial Discharge of   |
| 25.015      | Case History File, Bank Report  |
| 25.017      | Case History File, Income Report of Household Members   |
| 25.018      | Case History File, Lien, Certificate of. Form VS-25   |
| 25.019      | Case History File, Lien, Discharge of. Form VS-26   |
| 25.020      | Case History File, Lien, Subordination Agreement. Form VS-12  |
| 25.021      | Case History File, Medical Report   |

| Code Number | Code Name   |
|-------------|---|
| 25.022      | Case History File, Order for Emergency Supplies (Food Order Book)   |
| 25.023      | Case History File, Paid Medical Insurance Premiums  |
| 25.024      | Case History File, Proof of Dependence i.e., Birth and Marriage Certificates, Divorce and Adoption Papers |
| 25.025      | Case History File, Unemployment Compensation Report (DES Inquiry)   |
| 25.026      | Case History File, Veterans' Benefits, Application of. Form VS-1  |
| 25.028      | Case History File, Wage Report  |
|             | <b>Retain Until Completion of Prosecution and Exhaustion of Appeals</b>                                   |
| 16.003      | Arrest Records (a) Booking Sheet  |
| 16.004      | Arrest Records (b) Fingerprint Card   |
| 16.005      | Arrest Records (c) Vehicle Inventory  |
| 16.006      | Arrest Records (d) BOP Report   |
| 16.007      | Arrest Records (e) RMV Report   |
| 16.008      | Arrest Records (f) LEAPS Report   |
|             | <b>Retain Until Final Settlement/Audit</b>  |
| 01.002      | Accounts Payable  |
| 01.003      | Accounts Receivable   |
| 01.009      | Bank Statements   |
| 01.012      | Bills Outstanding, Statement of   |
| 01.024      | Deposits to Treasurer   |
| 01.033      | Invoice Warrants  |
| 01.034      | Invoices and Vouchers   |
| 01.040      | Licenses and Permits, Dog Licenses  |
| 01.046      | Licenses and Permits, Hunting, Fishing, Trapping and Sporting Licenses, Monthly Return of                 |
| 01.059      | Licenses and Permits, Raffles and Bazaars (b) Report  |
| 01.068      | Licenses and Permits, Stubs   |
| 01.069      | Mileage Reports   |
| 01.082      | Payment to Treasurer, Schedule of (copy)  |
| 01.084      | Payroll, Registers  |
| 01.097      | Personnel, Court Witness Travel Expense   |
| 01.108      | Personnel, Payroll, Weekly, Bi-weekly or Monthly Payroll  |
| 01.121      | Prison-made Goods, Requisition for  |
| 01.123      | Purchase Orders   |
| 01.124      | Purchase Requisitions   |
| 01.125      | Receipt Book  |
| 01.126      | Receipts  |
| 01.128      | Receipts for Preceding Year, Notice of  |
| 01.129      | Receipts, Daily   |
| 01.130      | Receipts, Schedule of   |
| 01.132      | Retirement Board, Reports to  |
| 01.133      | Schedule of Departmental Payments to Treasurer  |
| 01.134      | Transfer of Funds   |
| 01.135      | Travel Expense Reports  |
| 01.137      | Vouchers – as approved by department head   |

| Code Number | Code Name   |
|-------------|---|
| 01.139      | Warrants, Farm Animal, Equipment and Machinery Excise. Form 57FAE-ME  |
| 01.140      | Warrants, Various Warrants to Collector. Includes all taxes, excises, betterments, special assessments liens (actual, original, omitted, revised, supplemental, reassessed, apportioned, added to tax, special, recommitted). |
| 01.141      | Work Sheets   |
| 02.003      | Appropriation Statements, Monthly. Form AD 18   |
| 02.004      | Appropriation, Notice of Expended   |
| 02.005      | Appropriation, Notice of Transfer   |
| 02.009      | Bills Payable, Schedule of Departmental. Form AD 32, 33   |
| 02.010      | Bills Receivable, Schedule of. Form AD 34, 35   |
| 02.011      | Cash Book   |
| 02.012      | Cash Sheets, Collector's. Form AD 26  |
| 02.013      | Creditors, Notice of  |
| 02.015      | Disallowance, Notices of  |
| 02.025      | Motor Vehicle and Trailer Excise Tax Abatements, Monthly List of. Form AD 73  |
| 02.026      | Motor Vehicle and Trailer Excise Tax Refunds, Schedule of. Form AD 74   |
| 02.027      | Payments to Treasurer, Schedule of Collector's. Form AD 7, 8, 397   |
| 02.028      | Payments to Treasurer, Schedule of Departmental. Form AD 9, 10  |
| 02.029      | Property Tax Abatements, Monthly List of. Form AD 12  |
| 02.030      | Tax Title Accounts. Form CD 1   |
| 02.036      | Treasurer's Receipts, Schedule of. Form AD 11   |
| 02.037      | Vouchers, Schedules of Bills Payable and Payroll, as submitted by departments   |
| 02.038      | Vouchers. Form AD 19  |
| 02.040      | Water Charges Abated, Monthly List of. Form AD 37. Applies to any utility charges (sewer, solid waste etc.).  |
| 03.015      | Petty Cash Records  |
| 04.012      | Authorization to Issue Preliminary Tax Bills  |
| 04.015      | Certification of Unpaid Betterment Liens. Form 261  |
| 04.017      | Collector's Schedule of Uncollectible Excises. Form 166/380 – MVE/BE  |
| 04.019      | County Commissioners' Notification to Assessors   |
| 04.023      | Divided Assessment, Notice of   |
| 04.026      | Exemption, Certificates of  |
| 04.028      | Exemptions for Persons, Application Files, including Motor Vehicle Excise   |
| 04.035      | List of Tax Bills Which Merit Exemption   |
| 04.037      | Monthly List of Abatements of Motor Vehicle and Trailer Excise (to Accountant). Form 156  |
| 04.038      | Monthly List of Taxes Abated, Real Estate and Personal Property. Form 155   |
| 04.040      | Notice from Collector that Certain Taxes Cannot be Collected. Form 380, 380A  |
| 04.041      | Notice of Assessment. Form 1  |
| 04.042      | Notice of Commitment (to Accountant). Form 54   |
| 04.043      | Notification of Acceptance (of Section of Chapter, to Commissioner)   |
| 04.045      | Office Expense Records  |
| 04.046      | Omitted and Revised Assessment Report   |
| 04.048      | Personal Property Tax. Form 37S   |
| 04.054      | Real Estate Subsequently Divided, Notice of Apportionment of Taxes on   |
| 04.055      | Real Estate Tax. Form 38S   |
| 04.059      | Reimbursement Records, All Exemptions   |
| 04.060      | Report of All Exemptions Granted (to Commissioner)  |

| Code Number | Code Name  |
|-------------|--|
| 04.063      | Schedule of Departmental Payments to Treasurer. Form AD-10   |
| 04.064      | Schedule of Uncollected Motor Vehicle and Trailer Excise Taxes (to Commissioner). Form 386   |
| 04.065      | Separate Tax Bills, Record of Real Estate Assessments for  |
| 04.066      | State and County Taxes, Payment of   |
| 04.067      | State Treasurer's Notification to Assessors  |
| 04.071      | Tax Bills, Notifications and Demands (Assessors' copies)   |
| 04.075      | Uncollectible Taxes, Certification of Abatement. Form 166  |
| 04.076      | Valuation Lists, (a) Motor Vehicle and Trailer   |
| 04.078      | Water and Sewer, Unpaid Lien Added to Taxes. Applies to all license added to a tax, e.g., municipal charges, fines, water, solid waste, sewer, demolition, light plant, etc.   |
| 06.025      | Petty Cash Records   |
| 08.001      | Betterment Lien, Certificate Dissolving (Payment Stub). Form 374   |
| 08.002      | Betterment Liens, Certification to Assessors. Form 261   |
| 08.003      | Bills, Paid Receivables other than Taxes   |
| 08.004      | Bills, Tax (paid)  |
| 08.008      | Cash Books, Motor Vehicle Excise. Form 200 MV  |
| 08.009      | Cash Books, Other  |
| 08.011      | Cash Books, Sewer. Form AD26S  |
| 08.012      | Cash Books, Water. Form AD26   |
| 08.019      | Schedules, General, Collector's Payments to Treasurer. Form AD8  |
| 08.020      | Schedules, General, Collector's Payments to Treasurer/District Taxes. Form 398   |
| 08.021      | Schedules, General, Collector's Payments to Treasurer/Property and other Charges   |
| 08.022      | Schedules, General, Motor Vehicle and Trailer Excise, Refunds through Abatement of. Form 236   |
| 08.023      | Schedules, General, Treasurer's Receipts   |
| 08.024      | Schedules, General, Water Lien, Certificates. Form 370, 373, 260   |
| 08.025      | Schedules, Uncollected Taxes, Property and Other Taxes to Assessors. Form 385  |
| 08.027      | Tax Claim, Unsecured   |
| 08.039      | Tax, Certificate of Payment by Mortgagee or other Interested Person. Form 222  |
| 08.040      | Taxes, Uncollected, Certification of Abatement to Collector  |
| 08.041      | Warrants and Notices from Assessors, All Taxes, Excises, Betterments, Special Assessments, Liens All Taxes, Excises, Betterments, Special Assessments, Liens (Actual, Original, Omitted, Revised, Supplemental, Reassessed, Apportioned, Added to Tax, Special, Recommitted) |
| 08.042      | Warrants and Notices, Forest Land Tax Lien. Form 17D   |
| 08.043      | Warrants and Notices, Forest Product Tax   |
| 09.010      | Gifts (copies of)  |
| 10.021      | Volunteer Travel Reimbursement Vouchers  |
| 11.001      | Assessment Books (a) Sewer   |
| 11.002      | Assessment Books (b) Sidewalk  |
| 11.003      | Assessment Books (c) Street Betterment   |
| 11.018      | Inventory Gas Card Ledgers   |
| 14.020      | Managers of Indoor and Outdoor Activities  |
| 15.015      | Petty Cash Records   |
| 16.055      | Parking Ticket (Paid)  |
| 16.070      | Travel Expense Report of Court Witness   |
| 19.020      | Disability, Hearing Records  |

| Code Number | Code Name  |
|-------------|--|
| 20.005      | Administration, Plant, Maintenance Work Request Form                                       |
| 20.006      | Administration, Plant, Posting Schedule of   |
| 20.007      | Administration, Printing Request Form  |
| 20.016      | Fiscal, Bond Coupon Statements   |
| 20.019      | Fiscal, Bus Transportation Requests  |
| 20.021      | Fiscal, Educational Television Program Fund  |
| 20.032      | Fiscal, Invoice Warrant  |
| 20.037      | Fiscal, School Aid Records   |
| 20.038      | Fiscal, Supporting Cost, Allocation and Computation  |
| 20.040      | Payroll, Payroll, Substitute Teacher Attendance Report                                     |
| 20.046      | Payroll, Weekly, Biweekly or Monthly Payroll   |
| 20.047      | Payroll, Work Sheets   |
| 21.001      | Administration, Annual Report  |
| 21.003      | Administration, Field Book - Sealing and Adjustment Record                                 |
| 21.005      | Administration, Receipts from Treasurer  |
| 24.001      | Bills Receivable, Schedules of. Form AD 34, 35   |
| 24.008      | Collector's Payments to Treasurer, Schedule of. Form AD 7, 8, 397                          |
| 24.009      | Departmental Payments to Treasurer, Schedule of. Form AD 9, 10                             |
| 24.015      | Fines and Forfeitures (from Superior Court), Certificates of                               |
| 24.024      | Receipts, Schedule of. Form AD11   |
| 24.051      | Taxation, Warrants, Bill and Payroll (T1, T2, C1, C2). Form T1, T2, C1, C2.                |
| 25.027      | Case History File, Veterans' Benefits, Recommendation. Form VS-21A                         |
| 02.039      | Warrants, Bill and Payroll, Form C1, C1, T1, T2, as signed by the select board or the like |
|             | <b>Permanent</b>   |
| 01.004      | Administration, Building Plans   |
| 01.005      | Annual Report  |
| 01.014      | Cash Books   |
| 01.036      | Licenses and Permits, Auctioneers  |
| 01.037      | Licenses and Permits, Billiard Saloons   |
| 01.038      | Licenses and Permits, Bowling Alleys   |
| 01.039      | Licenses and Permits, Carousels  |
| 01.042      | Licenses and Permits, Exhibitions (Firefighting)   |
| 01.043      | Licenses and Permits, Ferris Wheels  |
| 01.044      | Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (a) Licenses                 |
| 01.047      | Licenses and Permits, Inclined Railways  |
| 01.049      | Licenses and Permits, Junk Collectors  |
| 01.050      | Licenses and Permits, Junk Dealers   |
| 01.051      | Licenses and Permits, Kennel Licenses  |
| 01.052      | Licenses and Permits, License Book   |
| 01.053      | Licenses and Permits, Log Book (where applicable)  |
| 01.055      | Licenses and Permits, Pawnbrokers  |
| 01.056      | Licenses and Permits, Picnic Groves  |
| 01.057      | Licenses and Permits, Pool Rooms   |
| 01.058      | Licenses and Permits, Raffles and Bazaars (a) Applications for                             |
| 01.060      | Licenses and Permits, Record of  |
| 01.061      | Licenses and Permits, Renewal Affidavit  |

| Code Number | Code Name  |
|-------------|--|
| 01.062      | Licenses and Permits, Roller Skating Rinks   |
| 01.063      | Licenses and Permits, Secondhand Articles  |
| 01.064      | Licenses and Permits, Shellfish  |
| 01.065      | Licenses and Permits, Stallion Breeding Certificates   |
| 01.066      | Licenses and Permits, Statement of Interest  |
| 01.067      | Licenses and Permits, Steam-Power Boats for Hire   |
| 01.074      | Open Meeting Law: Meeting Minutes. Includes the final version of the minutes of a meeting of a public body after approval by that public body. Also includes drafts of the minutes if substantially different from the final version as approved by the public body. |
| 01.087      | Personnel, (c) Earning Records   |
| 01.119      | Plans (referred to in Decisions)   |
| 01.138      | Warrants – as signed by select board or the like   |
| 02.001      | Accountant, Appointment of   |
| 02.002      | Accountant, Oath of  |
| 02.007      | Assistant, Appointment of  |
| 02.008      | Assistant, Oath of   |
| 02.016      | Expenses, Report of Estimated  |
| 02.017      | Journal  |
| 02.020      | Ledger, Cemetery Trust Fund  |
| 02.032      | Temporary Officer, Appointment of  |
| 02.034      | Temporary Officer, Oath of   |
| 03.005      | Appointment of Zoning Administrator  |
| 03.016      | Rules and Regulations (a) Board of Appeals   |
| 03.017      | Rules and Regulations (b) Board of Appeals Acting as Special Permit Granting Authority   |
| 04.011      | Assessors' Tax Maps  |
| 04.049      | Pro Forma Recapitulation   |
| 04.051      | Property History (Street or Legal) Cards   |
| 04.056      | Records of Abatement. Form 151   |
| 04.073      | Tax Rate Recapitulation. Form 31C  |
| 04.077      | Valuation Lists, (b) all but Motor Vehicle and Trailer   |
| 05.001      | Animal Inspector, Records of Inspection by   |
| 05.002      | Animal, Certificate of Healthy Condition; retention by Animal Inspector.   |
| 05.003      | Animal, Notice of Quarantine of Domestic; retention by Animal inspector.   |
| 05.005      | Burial or Removal Permit. Form R-309   |
| 05.006      | Cemeteries, Approval of Public (including plans thereof)   |
| 05.007      | Communicable Disease among Animals, Notice of  |
| 05.009      | Communicable Disease, Notice of Carcass Infected with  |
| 05.010      | Communicable Disease, Records of (ledger)  |
| 05.011      | Communicable Disease, Weekly Report of Deaths  |
| 05.024      | Milk Inspector, Records of   |
| 05.025      | Noisome Trades, Assignment of Place for (approved plan must exist with a letter and map)   |
| 05.030      | Rules and Regulations  |
| 05.031      | Sanitary Landfill, Assignment of Plans for   |
| 05.032      | Sanitary Landfill, Plan for  |
| 05.036      | Slaughter House, Approval of Operation of  |
| 05.037      | Subdivision Plan to Planning Board, Report of Definitive   |



| Code Number | Code Name  |
|-------------|--|
| 05.038      | Subdivision Plan, Definitive   |
| 05.039      | Subdivision Plan, Notice of Approval/Disapproval   |
| 05.040      | Subdivision Plan, Preliminary  |
| 06.009      | Audit account form   |
| 06.024      | Permit Log   |
| 06.026      | Plans and Specifications (a) Plans of Buildings with Public Access   |
| 06.029      | Plans and Specifications (d) Plans and Specifications of Buildings Included in the State Register of Historic Places, or Eligible for Inclusion. Please call the Mass. Historical Commission (617-727-8470) where clarification is needed. |
| 07.002      | Assignment, Fenceviewers   |
| 07.003      | Assignment, Wage   |
| 07.010      | Bulky Goods, Attachment of   |
| 07.013      | By-Laws (including written approval of Attorney General"   |
| 07.015      | Charters, Adoption, Certificate of   |
| 07.017      | Charters, Final Report   |
| 07.020      | Charters, Preliminary Report   |
| 07.022      | Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (a) Pre-1920 Records  |
| 07.025      | Church Records   |
| 07.031      | Declarations of Trust  |
| 07.032      | Deeds (Cemetery Lots)  |
| 07.036      | Elections, Board of Registrars, Minutes of   |
| 07.066      | Elections, Register of Voters, Annual  |
| 07.067      | Elections, Register of Voters, General   |
| 07.079      | Low Lands; Petition, Order for Road to   |
| 07.080      | Oaths, Office  |
| 07.081      | Oaths, Public Records  |
| 07.082      | Ordinances   |
| 07.084      | Persons Sworn, Record of   |
| 07.085      | Planning Board, Plans and Records  |
| 07.086      | Planning Board, Subdivision Control Records, Preliminary and Definitive  |
| 07.087      | Planning Board, Subdivision Control, Rules and Regulations Relevant to   |
| 07.088      | Planning Board, Subdivision Plan, Definitive, Notice of Submission Relative to   |
| 07.089      | Planning Board, Subdivision Plan, Definitive, Relative to Certificate of Action  |
| 07.090      | Planning Board, Subdivision Plan, Notice of Actions Relevant to  |
| 07.091      | Planning Board, Subdivision Plan, Preliminary, Notice of Actions Relative to   |
| 07.092      | Planning Board, Subdivision Plan, Preliminary, Notice of Submission  |
| 07.093      | Pole, Wire, Conduit Locations, Orders for, Electricity in Public Ways, Transmission of (from Alderman, Councilors, Selectmen)  |
| 07.094      | Pole, Wire, Conduit Locations, Orders for, Electricity, Transmission of (From State Dept. of Public Utilities)   |
| 07.095      | Pole, Wire, Conduit Locations, Orders for, Gas Mains, Connecting Locations for (From State Dept. of Public Utilities)  |
| 07.096      | Pole, Wire, Conduit Locations, Orders for, Light and Power Lines in State Forests (from State Dept. of Public Utilities)   |
| 07.097      | Pole, Wire, Conduit Locations, Orders for, Poles, Wires, Cables, etc. (from Metropolitan District Commission) (MDC)  |
| 07.098      | Proprietor's Records   |

| Code Number | Code Name   |
|-------------|---|
| 07.101      | Public Ways, Board of Survey, Plans Submitted to  |
| 07.103      | Public Ways, Layouts/Alterations/Discontinuations, Record of  |
| 07.105      | Registration, Certificates of, Architecture Certificate of Registration (Notice of Revocation)                  |
| 07.106      | Registration, Certificates of, Electrolysis Certificate of Registration   |
| 07.107      | Registration, Certificates of, Medicine Certificate of Registration   |
| 07.108      | Registration, Certificates of, Optometry Certificate of Registration  |
| 07.109      | Registration, Certificates of, Osteopathy Certificate of Registration   |
| 07.110      | Registration, Certificates of, Podiatry Certificate of Registration   |
| 07.111      | Resignations of City Officials  |
| 07.112      | Rules, Regulations of all Town Boards and Officers  |
| 07.113      | Special Permit Granting Authority, Records of   |
| 07.116      | Street List   |
| 07.122      | Towels, etc., Registration of Rented  |
| 07.123      | Town Meeting Records  |
| 07.125      | Vital Statistics, Birth, Death and Marriage (all official forms related to the registration process)            |
| 07.126      | Wills (Perpetual Care of Cemetery Lots)   |
| 07.127      | Zoning Board of Appeals, Appeal to Superior Court, Notice of  |
| 07.128      | Zoning Board of Appeals, Decisions and Proceedings (i.e., all official forms related to the appeal process)     |
| 07.129      | Zoning Board of Appeals, Rules  |
| 07.130      | Zoning Board of Appeals, Subdivision Control Law, Notice of Appeal to Superior Court                            |
| 07.131      | Zoning Board of Appeals, Subdivision Control Law, Proceeding Under  |
| 08.013      | Commitment Books (All)  |
| 08.015      | Deputy Collector, Approval of Appointment. Form 263   |
| 08.028      | Tax Titles, Forms, Accounts, List of Recorded Sales or Takings to be set up as Tax Title. Form 346              |
| 08.029      | Tax Titles, Forms, Accounts, Subsequent Taxes to be Added to. Form 347 (b) tax account is not redeemed by owner |
| 08.033      | Tax Titles, Forms, Invalid Title, Deed of Release of. Form 32   |
| 08.034      | Tax Titles, Forms, Invalid Title, Disclaimer of   |
| 08.036      | Tax Titles, Forms, Invalid Title, Notice of Refusal to Release  |
| 09.008      | Engineering Drawings (Plans)  |
| 09.011      | Ledger Books (Data on material recorded in the Registry of Deeds)   |
| 10.010      | Ledgers   |
| 11.004      | Assessment Cards (a) Sewer  |
| 11.005      | Assessment Cards (b) Sidewalk   |
| 11.006      | Assessment Cards (cc) Water   |
| 11.007      | Auto Accident Report  |
| 11.009      | Catch Basin Location Files  |
| 11.010      | Cemetery Records  |
| 11.011      | Civil Service Approvals   |
| 11.013      | Fire Pipe Connection Books  |
| 11.016      | Gate Books  |
| 11.017      | Hydrant Locations   |
| 11.023      | Parts Installation Book   |
| 11.024      | Petitions (a) Driveways   |
| 11.025      | Petitions (b) New Streets   |

| Code Number | Code Name   |
|-------------|---|
| 11.026      | Petitions (c) Sidewalks   |
| 11.027      | Plans (All)   |
| 11.029      | Releases on Private Ways  |
| 11.030      | Sewer Connection Record Card Index  |
| 11.031      | Shut-Off Locations  |
| 11.034      | Valve Records   |
| 11.040      | Water Service (b) Meter Removals and Locations  |
| 11.044      | Water Service (f) Water History Books (Commitments)   |
| 12.021      | Building Fire, Report of  |
| 12.026      | Company (Duty) Officer's Fire Report  |
| 12.027      | Departmental Fire Record (summary record of daily operations of department, known variously as Daily Blotter, Fire Alarm Record, etc.)            |
| 12.028      | Deputy Chief's Report (Master Fire Report)  |
| 12.030      | Equipment Maintenance Log   |
| 12.034      | Fire Alarm Record Cards   |
| 12.036      | Fire Prevention Bureau Report   |
| 12.037      | Fire Prevention Inspection Log  |
| 12.038      | Fire Station Journal  |
| 12.042      | Motor Vehicle Fires, Report of  |
| 12.045      | Notification of Cessation of a License to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds |
| 12.049      | Notification of the Cessation of License to Store Explosives in Magazine  |
| 12.053      | Open-air Fires, Report of Shut Off, Remove, etc. , Sprinkler or Fire-sensing Device   |
| 12.061      | Report of Alarms (daily/weekly)   |
| 12.062      | Rescue Report   |
| 13.012      | Historic District Map   |
| 13.013      | Historic Preservation Plan  |
| 13.014      | Historic Resources Survey. Form A-H   |
| 13.015      | Maps  |
| 13.019      | Nominations for National Register (a) Accepted Nominations  |
| 13.021      | Plans   |
| 13.024      | Publications of Commission  |
| 13.025      | Reports   |
| 13.026      | Review Standards  |
| 14.001      | Application for License   |
| 14.003      | Application for Transfer of License   |
| 14.004      | Automatic Amusement Devices Licenses  |
| 14.005      | Billiard Tables and Bowling Alleys Licenses   |
| 14.006      | Certificate of Conviction   |
| 14.007      | Change of Location or Manager Position  |
| 14.008      | Clubs, Societies, Associations Authorization to Dispense Food and Beverages Other Than Alcoholic and Liquor Beverage                              |
| 14.009      | Coffee and Teahouses  |
| 14.010      | Complaint Records   |
| 14.011      | Copy of Transactions of Pawnbrokers   |
| 14.012      | Decision of Commission Hearings   |
| 14.013      | Fortune Teller  |

| Code Number | Code Name   |
|-------------|---|
| 14.014      | Hearing Records   |
| 14.015      | Inn holder and Common Victualer   |
| 14.016      | Inspection of Lodging Houses by Licensing Authorities   |
| 14.017      | Junk Dealers  |
| 14.018      | Letter of Approval from ABCC  |
| 14.019      | Lodging Houses  |
| 14.021      | Picnic Groves   |
| 14.022      | Quarterly Reports to the Mayor  |
| 14.024      | Revoked, Suspended, Cancelled or Forfeited Licenses   |
| 14.025      | Second-Hand Motor Vehicles  |
| 14.026      | Shooting Galleries  |
| 14.027      | Skating Rinks   |
| 15.009      | Master Plan   |
| 15.013      | Notice of Appeal to Superior Court  |
| 15.014      | Official Map  |
| 15.018      | Subdivision Rules and Regulations   |
| 16.002      | Appointment Certificate   |
| 16.010      | Civil Service Records   |
| 16.017      | Death Report (Suicide, Sudden, Unexplained)   |
| 16.029      | Firearms, License to Sell   |
| 16.030      | Firearms, Wound Report  |
| 16.032      | Gunsmith License  |
| 16.040      | Investigation Report, Murder (no arrest or warrant)   |
| 16.041      | Journal   |
| 16.043      | Lock-up Rules and Regulations   |
| 16.044      | Log (Blotter)   |
| 16.047      | Motor Vehicle Accident Reports (b) Fatal  |
| 16.059      | Procedural Rules  |
| 16.063      | Reprimands, administrative  |
| 17.009      | Master Plan   |
| 19.002      | Administration and Finance, Accounts Journal  |
| 19.003      | Administration and Finance, Actuarial Valuation Studies or Reports  |
| 19.009      | Administration and Finance, Establishment of System, Certificate of   |
| 19.010      | Administration and Finance, General Ledger  |
| 19.015      | Administration and Finance, Supplementary Rules   |
| 19.033      | Investments, Statement of Investment Objectives (including Updates). Form PERA 18-1, 18-2                           |
| 20.002      | Administration, Building Plans  |
| 20.008      | Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts |
| 20.009      | Administration, School Committee Report, Annual   |
| 20.010      | Administration, School Returns, Annual Report to Superintendents  |
| 20.012      | Administration, Superintendent of Schools, Annual Report of   |
| 20.041      | Payroll, Retirement Ledgers   |
| 21.004      | Administration, Office Record and Ledger  |
| 22.008      | Administration, Civil Service Forms   |
| 22.009      | Administration, Employment Applications (a) hired employee.   |

| Code Number | Code Name   |
|-------------|---|
| 22.013      | Administration, Special Town Meeting Petitions                                    |
| 22.018      | Boundary Records, Boundary Triangulation Points (as determined by State D.P.W.)   |
| 22.019      | Boundary Records, Descriptions of Obliterated Town Markers                        |
| 22.020      | Boundary Records, Perambulation Records   |
| 22.021      | Boundary Records, Plan of Boundary Change   |
| 22.022      | Boundary Records, Proposal for Boundary Change                                    |
| 22.023      | Boundary Records, Ratification and Acceptance of Boundary Change by General Court |
| 22.025      | Education, Regional School District Annual Report                                 |
| 22.026      | Education, Regional School District Organization Proposal                         |
| 22.027      | Education, Regional School District Planning Board Report                         |
| 22.032      | General, Deeds/Leases   |
| 22.035      | General, Report of Insurance Commissioner Relating to Retirement Board            |
| 22.036      | General, Report of Insurance Commissioner Relating to Weighing and Measuring      |
| 22.037      | General, Report of Violations Relating to Weighing and Measuring                  |
| 22.042      | Licenses, Alcoholic Beverages, Application for License                            |
| 22.043      | Licenses, Alcoholic Beverages, Application for Transfer of License                |
| 22.044      | Licenses, Alcoholic Beverages, Change of Location or Manager Position             |
| 22.047      | Licenses, Alcoholic Beverages, Letter of Approval to ABCC                         |
| 24.007      | Cash Books  |
| 24.014      | Earning Records, Employees  |
| 24.019      | Loans, Debt Records   |
| 24.023      | Public Welfare Lien, Certificate for Discharge of. Form 490                       |
| 24.025      | Retirement Records  |
| 24.028      | Tax Titles, Account (with Betterment Assessments). Form 48B                       |
| 24.029      | Tax Titles, Account (without Betterment Assessments). Form 48A                    |
| 24.030      | Tax Titles, Account. Form 410   |
| 24.032      | Tax Titles, Assignment, Instrument of. Form 431                                   |
| 24.035      | Tax Titles, Deed - Insufficient Bid. Form 324                                     |
| 24.036      | Tax Titles, Deed to Municipality - Land of Low Value. Form 475                    |
| 24.037      | Tax Titles, Deed to Person - Land of Low Value. Form 474                          |
| 24.042      | Tax Titles, Redemption, Instrument of - Title in Municipality. Form 441           |
| 24.044      | Tax Titles, Residence, Statement of   |
| 24.048      | Tax Titles, Taking, Instrument of. Form 301                                       |
| 25.007      | Burial Records, Grave Registration Card   |
| 25.009      | Case History File, Adjutant. Form AGO-10  |
| 25.010      | Case History File, Armed Forces Discharge Papers                                  |



## **GLOSSARY OF SPECIAL TERMS**

### **Administration/Administrative**

These terms are often used to differentiate between routine work materials that include fiscal records and policy, planning, and decision-making records.

### **Administrative Use**

This term refers to the length of time a record retains its usefulness as determined by agency staff. Such use is discretionary and does not require further input from the Records Management Unit. It is not necessary to submit an RMU-2 destruction form for destruction of administrative use records, unless otherwise noted in the schedule.

### **Appraisal**

Appraisal describes the process of establishing the business, cultural, legal or historic value of a record in order to establish its retention periods.

### **Archival Records**

Archival Records are public records possessing legal or historic value and may not be destroyed.

### **Audit records**

If items subject to audit are dated with the current fiscal year and have already been audited, they should be retained through the end of the applicable fiscal year or later, as necessary. If items subject to audit are dated with the current calendar year and have already been audited, they should be retained through the end of the applicable calendar year or later, as necessary.

### **Conservation**

Conservation consists of repair or stabilization of materials through chemical or physical treatment to assist in record preservation.

### **Contract**

A contract is a legally binding agreement between two or more parties.

### **Custodian of Records**

A custodian of records is the governmental officer or employee who in the normal course of his or her duties has access to or control of public records. See 950 CMR 32.03.

### **Custody**

Custody describes physical possession of records, and the responsibilities related to such possession.

### **Disposal**

Disposal refers to the transfer of records, especially noncurrent records, to their final state, either destruction or transfer to an archives.

### **Duplicate Copy**

A duplicate copy is a copy made from an original record.

### **Electronic records**

If an electronic record is the sole source of the information, it must be treated in the same manner as its hard copy counterparts for the purposes of disposal and must be maintained in accordance with the appropriate disposal schedule and record series.

**Permanent**

Permanent records must be retained and preserved indefinitely, in accordance with generally accepted standards.

**Record Copy**

A record copy is a reproduction of a record, used for information sharing to protect original records from harm.

**Record Series**

A record series is a set of records relating to a specific business process or function. Occasionally, a record series is defined by the form of the records such as 'maps' or 'photographs.'

**Redaction**

Redaction is the process of masking sensitive content of a record before making it available for consultation.

**Retention Schedule**

A retention schedule is a comprehensive instruction covering the disposition of records to assure that they are retained for as long as necessary based on their administrative, fiscal, legal and historic value.

**Settlement of levy**

If the phrase settlement of levy is used in the disposition section of the disposal schedule, it designates the closure of all accounts for a particular levy through payment, abatement or taking of property for taxes.

**Transitory Records**

Transitory records do not possess any enduring value and are not covered by any particular record series in this Manual. Examples of transitory records include, but are not limited to general announcement, out-of-office e-mail replies, thank you messages, published reference materials, and news releases.



## FORMS

The following forms may be used in conjunction with your records management plan. Please contact the Records Management Unit if you have any questions.

### **RMU-2 – Application for Destruction Permission**

Use this form for permission to destroy records that have passed the approved retention period

### **RMU-1E – Application for Systems Information Management Plan**

Use this form to obtain approval for a retention plan for electronic record keeping systems and databases.

### **RMU-2E – Application for Scanning and Destruction Permission**

Use this form for permission to electronically scan records and destroy paper copies

### **RMU-2M – Application for Scanning and Destruction Permission**

Use this form for records required to be microfilmed before they are destroyed

### **RMU-4 – Records Liaison Officer Designation**

Use this form to appoint an authorized agent for Records Management Unit business







# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rmu@sec.state.ma.us](mailto:rmu@sec.state.ma.us)

Website: [www.sec.state.ma.us](http://www.sec.state.ma.us)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RMU-1E – APPLICATION FOR ELECTRONIC SYSTEMS INFORMATION PLAN FACE SHEET

1. Plan for: \_\_\_\_\_  
*Municipal Entity (city, town, school committee, etc.)*

2. Applicable Statutory Reference: \_\_\_\_\_  
\_\_\_\_\_

3. I certify that this plan and the retention periods for the records described in the plan have been reviewed by me as being in the best interests of this agency, and in compliance with applicable statutes and regulations. I further certify that the scanned records will be accessible for the full retention period.

\_\_\_\_\_  
*Print or Type Name* *Date*

\_\_\_\_\_  
*Address* *Phone*

\_\_\_\_\_  
*Signature of Department Head or Authorized Agent* *Date*

\_\_\_\_\_  
*Signature of Chief Information Officer or Authorized Designee* *Date*

**Note: BEFORE YOU MAY CLEAR DATA OR FILES OF LISTED RECORDS, YOU MUST  
OBTAIN SEPARATE PERMISSION from the Board. Application for: DESTRUCTION  
PERMISSION (RMU-2) is provided for the purpose.**

Submit in duplicate:

**DO NOT USE THIS SPACE**

Systems Plan #

**APPROVALS:**

Pursuant to provisions of MGL, ch. 66, Supervisor of Public Records hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.

SUPERVISOR OF  
PUBLIC RECORDS

\_\_\_\_\_  
*Supervisor of Public Records*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date of approval*

# RCB-1E SYSTEMS INFORMATION MANAGEMENT PLAN

Municipal Entity (city, town, school committee, etc.)

System Custodian and Liaison

System Name

System Overview (purpose)

System Description (technical)

System Inputs (with retention periods)

System Outputs (with retention periods)

System Backup Schedule

System Archiving Schedule

Restrictions on Use and Access

Related Systems Records, Files, and Indexes

System Contingency Plans

Access to Records During Retention Period

Certification of how the agency will ensure retrieval and access to the records for the duration of the retention period. Description should include the process for periodic review by agency staff to test accessibility to the records.

Other











# The Commonwealth of Massachusetts

**William Francis Galvin**

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rmu@sec.state.ma.us](mailto:rmu@sec.state.ma.us)

Website: [www.sec.state.ma.us](http://www.sec.state.ma.us)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RMU-4 – RECORDS LIAISON OFFICER DESIGNATION

To the Records Management Unit:

Pursuant to M.G.L. ch. 66 § 6, \_\_\_\_\_ is hereby designated as Records  
*Print or Type Name*

Liaison Officer for \_\_\_\_\_  
*Municipal Entity (city, town, school committee, etc.)*

The Liaison Officer will work in consultation with the Records Management Unit to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

\_\_\_\_\_  
*Signature of Department Head or Authorized Agent* *Date*

\_\_\_\_\_  
*Records Liaison Officer*

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Copy Distribution:

1. Records Management Unit
2. Submitting Agency

