

# **The Commonwealth of Massachusetts**

## **Municipal Records Retention Manual**

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



2010 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)

Updated: June 11, 2010

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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). On July 1, 2010, the new law will be found at G. L. c. 30A, §§ 18-15. As a result, additional revisions to this schedule will be made to reflect new record creation and retention requirements.





## 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

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

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
01.052	Licenses and Permits, License Book	Permanent.	
01.053	Licenses and Permits, Log Book (where applicable)	Permanent.	
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	Meeting Minutes	Permanent.	c. 39 s. 23B, c. 66 s. 5A; c. 78, s. 11
01.070	Meeting Notices	Retain 1 year. Permission from Supervisor not required for destruction.	c. 39, s. 23B
01.071	Mileage Reports	Retain until completion of satisfactory audit.	
01.072	Payment to Treasurer, Schedule of (copy)	Retain until completion of satisfactory audit.	c. 41, s. 50
01.073	Payroll Sheets (Departmental)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 41 s. 42
01.074	Payroll, Registers	Retain until completion of satisfactory audit, provided information is recorded in quarterly report. See Personnel, Payroll, Quarterly Reports (23.21).	
01.075	Personnel, (a) Employment Applications (Hired)	Retain 20 years after termination of employment.	
01.076	Personnel, (b) Employment Applications (Unhired)	Retain 1 year following filling of position or cancellation of vacancy, whichever is later.	
01.077	Personnel, (c) Earning Records	Permanent.	

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
01.078	Personnel, (d) Personnel Files Other than Earning Records	Retain 20 years after termination of employment.	
01.079	Personnel, Accident Report Forms	Retain 3 years.	
01.080	Personnel, Accident Reports (a) Personal Injury	Retain 7 years.	
01.081	Personnel, Accident Reports (b) Property Damage	Retain 3 years.	
01.082	Personnel, Appointment Certificates	Retain 20 years after termination (personnel file 23.50).	c. 41, s. 96B
01.083	Personnel, Attendance Report	Retain for 20 years after termination	
01.084	Personnel, Authorized Leave Report	Retain 3 years.	
01.085	Personnel, Civil Service Approvals	Retain 20 years after termination	c. 31, s. 6
01.086	Personnel, Civil Service Forms	Retain 20 years.	
01.087	Personnel, Court Witness Travel Expense	Retain until completion of satisfactory audit.	c. 262, s. 53B
01.088	Personnel, Daily Assignment Sheets	Retain 3 years.	
01.089	Personnel, Drill Reports	Retain 3 years.	
01.090	Personnel, Earning Reports	Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer, otherwise retain 60 years.	
01.091	Personnel, Equipment Loan Report (for Long Term Use)	Retain until return of equipment.	
01.092	Personnel, Group Insurance Reports (Blue Cross etc.)	Retain 3 years.	
01.093	Personnel, Individual Training Report	Retain 7 years after termination of personnel.	
01.094	Personnel, Leave Reports (Authorized)	Retain 3 years.	
01.095	Personnel, Overtime Reports	Retain 3 years.	c. 48, s. 58c
01.096	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.	
01.097	Personnel, Payroll, Quarterly Reports	Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer. Otherwise, retain 60 years.	
01.098	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.	
01.099	Personnel, Performance Bonds	Retain 7 years.	c. 268A, s. 17
01.100	Personnel, Personnel Files	Retain 20 years after termination.	
01.101	Personnel, Sick Leave Reports	Retain 3 years.	c41, s. 111G
01.102	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
01.103	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.	

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
01.104	Personnel, Time Sheets	Retain 3 years following completion of satisfactory audit.	c. 41, s. 42
01.105	Personnel, Training Report for Individual Employees	Retain 1 year if copy is filed in personnel file; otherwise retain 7 years after termination of employee.	
01.106	Personnel, Vacation Report	Retain 3 years.	c. 41, s. 111A, c. 48 s. 57
01.107	Personnel, Weekly Personnel Report	Retain 5 years.	
01.108	Physician's Accident Report	Retain 7 years.	
01.109	Plans (referred to in Decisions)	Permanent if not filed with clerk.	
01.110	Prison-made Goods, List of	Retain until superseded by receipt of new list.	c. 127, s. 57
01.111	Prison-made Goods, Requisition for	Retain until completion of satisfactory audit.	c. 127 s. 57
01.112	Public Records Request Form	Retain 3 years.	
01.113	Purchase Orders	Retain until completion of satisfactory audit unless related to Contract Files.	c. 30B, c. 40 s. 4B, c. 41 s. 103
01.114	Purchase Requisitions	Retain until completion of satisfactory audit unless related to Contract Files.	
01.115	Receipt Book	Retain until completion of satisfactory audit.	
01.116	Receipts	Retain until completion of satisfactory audit.	
01.117	Receipts (estimated annual)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 41, s. 59
01.118	Receipts for Preceding Year, Notice of	Retain until completion of satisfactory audit.	c. 41 s. 54A
01.119	Receipts, Daily	Retain until completion of satisfactory audit.	c. 41 s. 35
01.120	Receipts, Schedule of	Retain until completion of satisfactory audit.	c. 41 ss. 35, 50
01.121	Recordings of Meetings (aid in drafting minutes): Includes audio and video recordings of meetings made solely to assist the recording secretary in drafting of minutes to meetings.	Retain until minutes are approved by governing body, or until administrative use ceases, whichever period is later.	
01.122	Recordings of Meetings (made for replay): Includes audio and video recordings of meetings made for the purpose of providing access to persons unable to attend meetings.	Retain for 3 months or until administrative use ceases, whichever period is later.	
01.123	Reserve Fund Transfer (RFT) Request	Retain 1 year, provided satisfactory audit has been completed.	c. 40, ss. 5, 6
01.124	Retirement Board, Reports to	Retain until completion of satisfactory audit.	c. 32, s. 23
01.125	Schedule of Departmental Payments to Treasurer	Retain until completion of satisfactory audit.	
01.126	Transfer of Funds	Retain until completion of satisfactory audit.	c. 44, s. 33B
01.127	Travel Expense Reports	Retain until completion of satisfactory audit.	
01.128	Vendor List	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	

<b>Series Number</b>	<b>Description of Record</b>	<b>Length of Time Required to Retain Record</b>	<b>MGL / CMR</b>
01.129	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
01.130	Warrants – as signed by select board or the like	Permanent.	c. 41, ss. 50, 52, 55, 56
01.131	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
01.132	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.	
01.133	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
02.01	Accountant, Appointment of	Permanent.	c. 41, s. 55
02.02	Accountant, Oath of	Permanent.	c. 41, s. 55
02.03	Appropriation Statements, Monthly. Form AD 18	Retain until completion of satisfactory audit.	c. 41, s. 58
02.04	Appropriation, Notice of Expended	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 41, s. 58
02.05	Appropriation, Notice of Transfer	Retain until completion of satisfactory audit.	c. 44, s. 33B
02.06	Appropriations, Table of Estimated	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 41, s. 60
02.07	Assistant, Appointment of	Permanent.	c. 41, s. 49A
02.08	Assistant, Oath of	Permanent.	c. 41, s. 49A
02.09	Bills Payable, Schedule of Departmental. Form AD 32, 33	Retain until completion of satisfactory audit.	c. 41, s. 50, 51
02.10	Bills Receivable, Schedule of. Form AD 34, 35	Retain until completion of satisfactory audit.	c. 41, s. 50
02.11	Cash Book	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 41, s. 57
02.12	Cash Sheets, Collector's. Form AD 26	Retain until completion of satisfactory audit.	c. 41, s. 57
02.13	Creditors, Notice of	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 41, s. 51
02.14	Debt Record. Form AD 14	Retain 7 years after debt retired, provided a satisfactory audit has been completed.	c. 41, s. 57
02.15	Disallowance, Notices of	Retain until completion of satisfactory audit.	c. 41, s. 52, 56
02.16	Expenses, Report of Estimated	Permanent.	c. 44, s. 31A
02.17	Journal	Permanent.	c. 41, s. 57
02.18	Laws, State	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 5, s. 3
02.19	Ledger, Appropriation. Form AD 8	Retain 10 years.	c. 41, s. 57
02.20	Ledger, Cemetery Trust Fund	Permanent.	c. 41, s. 57, c. 114, s. 25
02.21	Ledger, Classification. Form ADC 1-48	Retain 10 years.	c. 41, s. 57, c. 44, s. 43
02.22	Ledger, Debt	Retain 7 years after debt retired, provided a satisfactory audit has been completed.	c. 41, s. 57
02.23	Ledger, General. Form AD 3, 7	Retain 10 years.	c. 44, s. 31A
02.24	Ledger, Retirement	Retain 10 years.	c. 32, s. 20
02.25	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
02.26	Motor Vehicle and Trailer Excise Tax Refunds, Schedule of. Form AD 74	Retain until completion of satisfactory audit.	c. 41, s. 50
02.27	Payments to Treasurer, Schedule of Collector's. Form AD 7, 8, 397	Retain until completion of satisfactory audit.	c. 41, s. 54
02.28	Payments to Treasurer, Schedule of Departmental. Form AD 9, 10	Retain until completion of satisfactory audit.	c. 41, s. 54
02.29	Property Tax Abatements, Monthly List of. Form AD 12	Retain until completion of satisfactory audit.	c. 59, s. 23B, 70A
02.30	Tax Title Accounts. Form CD 1	Retain until completion of satisfactory audit, after final disposition of account.	c. 60, s. 50
02.31	Taxation, Notice of Amount to be Raised by	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 59, s. 23A
02.32	Temporary Officer, Appointment of	Permanent.	c. 41, s. 40, 61A
02.33	Temporary Officer, Bond for	Retain 7 years from termination of service.	c. 41, s. 40, 61A
02.34	Temporary Officer, Oath of	Permanent.	c. 41, s. 40, 61A
02.35	Trail Balance Book	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
02.36	Treasurer's Receipts, Schedule of. Form AD 11	Retain until completion of satisfactory audit.	c. 41, s. 50
02.37	Vouchers, Schedules of Bills Payable and Payroll, as submitted by departments	Retain until completion of satisfactory audit unless related to Contract Files.	
02.38	Vouchers. Form AD 19	Retain until completion of satisfactory audit.	c. 41, s. 50, 55
02.39	Warrants, Bill and Payroll, Form C1, C1, T1, T2, as signed by the select board or the like	Permanent.	c. 41, s. 52, 56
02.40	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
03.01	Applications (a) Appeals	Retain 1 year following expiration of 20-day appeal period.	c. 40A ss. 8, 15
03.02	Applications (b) Comprehensive Permits	Retain 1 year following expiration of 20-day appeal period.	c. 40B s. 21
03.03	Applications (c) Special Permits	Retain 1 year following expiration of 20-day appeal period.	c. 40B ss. 9, 9A
03.04	Applications (d) Variances	Retain 1 year following expiration of 20-day appeal period.	c. 40A s. 10
03.05	Appointment of Zoning Administrator	Permanent.	c. 40A s. 13
03.06	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
03.07	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
03.08	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
03.09	Decisions on (d) Variances	Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.	c. 40A s. 11
03.10	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
03.11	Notice For Public Hearings (a) Appeals	Retain 1 year following expiration of 20-day appeal period.	c. 40A ss. 11, 15
03.12	Notice For Public Hearings (b) Comprehensive Permits	Retain 1 year following expiration of 20-day appeal period.	c. 40B s. 21
03.13	Notice For Public Hearings (c) Special Permits	Retain 1 year following expiration of 20-day appeal period.	c. 40B ss. 11
03.14	Notice For Public Hearings (d) Variances	Retain 1 year following expiration of 20-day appeal period.	c. 40A s. 11, 15
03.15	Petty Cash Records	Retain until completion of satisfactory audit.	c. 40A s. 11
03.16	Rules and Regulations (a) Board of Appeals	Permanent.	c. 40A s. 12
03.17	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
04.01	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
04.02	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
04.03	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
04.04	Abatements, Card Files of	Retain 3 years.	
04.05	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
04.06	Alphabetical File	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.07	Amended Tax Base Growth Summary (including Tax Base Growth Parcel Listing). Form LA-13A	Retain 5 years.	c. 59 s. 21C
04.08	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
04.09	Application for Excise on Farm Animals, Machinery and Equipment. Form FAE-ME	Retain 3 years.	c. 59 s. 8A
04.10	Assessment/Classification Report. Form LA-4	Retain 5 years.	c. 58 ss. 9, 10
04.11	Assessors' Tax Maps	Permanent.	
04.12	Authorization to Issue Preliminary Tax Bills	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 s. 23D
04.13	Betterments, Card Records of	Retain for the duration of the apportionment.	c. 80 s. 13
04.14	Building Permits	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.15	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
04.16	Classification Tax Rate Allocation. Form LA-5	Retain until approval of new tax rate.	c. 59 s. 21C
04.17	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
04.18	Cooperative Assessing Agreement	Retain 7 years following termination of agreement.	c. 41 s. 30B
04.19	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
04.20	Data Processing Input Forms	Retain until verification of outputs.	
04.21	Deed and Title Abstracts	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.22	Department of Revenue Directives and Guidelines	Retain until superseded.	
04.23	Divided Assessment, Notice of	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	
04.24	Equalized Valuation LA-3 Status Report	Retain 3 years.	c. 58 ss. 9 and 10
04.25	Estimated Growth Report	Retain 5 years.	c. 58 ss. 9, 10
04.26	Exemption, Certificates of	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 s. 5
04.27	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)
04.28	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
04.29	Exemptions, Card Files of	Retain 3 years.	
04.30	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
04.31	Forms of List. Form 2, 2HF	Retain 3 years.	c. 59 ss. 29, 36
04.32	Geographic (Street) File	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.33	Income and Expense Statements	Retain 3 years.	
04.34	Land Court Records	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.35	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
04.36	Minimum Residential Factor Computation Form. Form LA-7	Retain until approval of new tax rate.	c. 59 s. 21C
04.37	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
04.38	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
04.39	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
04.40	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
04.41	Notice of Assessment. Form 1	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 s. 29
04.42	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
04.43	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
04.44	Notification of Collector's Bond	Retain until expiration of bond.	c. 41 s. 20
04.45	Office Expense Records	Retain until completion of satisfactory audit.	
04.46	Omitted and Revised Assessment Report	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 ss. 75, 76
04.47	Owners Unknown, Request for Approval to Assess to	Retain 1 year after Decree of Foreclosure by Land Court.	c. 59 s. 11
04.48	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
04.49	Pro Forma Recapitulation	Permanent.	c. 59 s. 23D
04.50	Probate Records	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.51	Property History (Street or Legal) Cards	Permanent.	
04.52	Property Record Cards	Retain until completion of two revaluation cycles.	
04.53	Property Sales Report. Form LA 3	Retain 3 years.	c. 58 ss. 9 and 10
04.54	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
04.55	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
04.56	Records of Abatement. Form 151	Permanent.	c. 59 s. 60
04.57	Reference Files (including Manuals and Text Books)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.58	Refusal to Abate Property Tax, Notice of. Form 135, 135E, 136	Retain 3 years.	c. 59 ss. 58A and 63
04.59	Reimbursement Records, All Exemptions	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 s. 5
04.60	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
04.61	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
04.62	Sales Questionnaires	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
04.63	Schedule of Departmental Payments to Treasurer. Form AD-10	Retain until completion of satisfactory audit.	c. 41 s. 35
04.64	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
04.65	Separate Tax Bills, Record of Real Estate Assessments for	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	
04.66	State and County Taxes, Payment of	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 s. 20
04.67	State Treasurer's Notification to Assessors	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 59 s. 20
04.68	State-owned Land, Commissioner's Notification to Assessors of his Determination of Value of	Retain 5 years.	c. 58 s. 15
04.69	State-owned Land, Request from Commissioner for Assessors to Notify of Assessed Value of	Retain 5 years.	c. 58 s. 15
04.70	Tax Base Growth Summary (including all supporting documentation). Form LA-13	Retain 5 years.	c. 59 s. 21C
04.71	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
04.72	Tax Deferral Files	Retain 1 year following release of lien.	c. 59 s. 5 cl. 41A
04.73	Tax Rate Recapitulation. Form 31C	Permanent.	c. 59 ss. 23, 46
04.74	Total Valuation of All Property. Form LA-2	Retain until approval of new tax rate.	c. 59 c. 21C
04.75	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
04.76	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
04.77	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
04.78	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
05.01	Animal Inspector, Records of Inspection by	Permanent.	c. 129 .25
05.02	Animal, Certificate of Healthy Condition; retention by Animal Inspector.	Permanent.	c. 129 s. 20
05.03	Animal, Notice of Quarantine of Domestic; retention by Animal inspector.	Permanent.	c. 129 ss. 21, 22, 24
05.04	Building Report - Animal Inspector to Director	Retain 1 year, provided copy recorded permanently in records of Animal Inspector.	c. 129 s. 23
05.05	Burial or Removal Permit. Form R-309	Permanent.	c. 114 ss. 45, 46
05.06	Cemeteries, Approval of Public (including plans thereof)	Permanent.	c. 114 s. 34
05.07	Communicable Disease among Animals, Notice of	Permanent.	c. 129 s. 28
05.08	Communicable Disease History Sheet	Retain 3 years following inactive status.	
05.09	Communicable Disease, Notice of Carcass Infected with	Permanent.	c. 94 s. 146
05.10	Communicable Disease, Records of (ledger)	Permanent.	c. 111 s. 113
05.11	Communicable Disease, Weekly Report of Deaths	Permanent.	c. 111 s. 29
05.12	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.	
05.13	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.	
05.14	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.	
05.15	Dental Examination Records	Retain 1 year after inactive status.	
05.16	Direct Patient Care Service, Records of (including Primary Care Center)	Retain 30 years.	
05.17	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
05.18	Health Assessments	Retain 1 year after referral to physician or inactive status.	
05.19	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.	
05.20	Index Cards	Retain 30 years.	
05.21	Influenza Immunization, Records of	Retain 7 years, unless regulated by other statutory requirements.	
05.22	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
05.23	Living Contacts of Deceased Patients, Records of	Retain 7 years.	
05.24	Milk Inspector, Records of	Permanent.	c. 94 s. 35
05.25	Noisome Trades, Assignment of Place for (approved plan must exist with a letter and map)	Permanent.	c. 111 s. 143
05.26	Nuisance, Notice/Order to Abate	Retain 1 year.	c. 111 s. 122 (et seq.)
05.27	Occupancy, Certificate of	Retain until next certificate is issued.	
05.28	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.	
05.29	Reports from Hospitals and Clinics	Retain 7 years.	
05.30	Rules and Regulations	Permanent.	c. 111 s. 31 (et passim)
05.31	Sanitary Landfill, Assignment of Plans for	Permanent.	
05.32	Sanitary Landfill, Plan for	Permanent.	
05.33	School Health Records	Retain 5 years after graduation or departure from school system.	
05.34	Screening, Records of (including tuberculosis, lead poisoning, and related testing programs) (a) Positive Test	Retain 1 year after referral to physician or inactive status.	
05.35	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.	
05.36	Slaughter House, Approval of Operation of	Permanent.	c. 111 s. 151
05.37	Subdivision Plan to Planning Board, Report of Definitive	Permanent.	c. 41 s. 81U
05.38	Subdivision Plan, Definitive	Permanent.	c. 41 s. 81U
05.39	Subdivision Plan, Notice of Approval/Disapproval	Permanent.	c. 41 s. 81S
05.40	Subdivision Plan, Preliminary	Permanent.	c. 41 s. 81S
05.41	Subsurface Sewer Disposal System	Retain until new system is installed.	Environmental Quality Engineering (EQEE) Title V
05.42	Subsurface Sewer Disposal System, Inspection Report Records	Retain until new system is installed.	Environmental Quality Engineering; Environmental Code (EQEE) Title V
05.43	Veterans, Affidavit Relative to Burial	Retain 1 year.	c. 114 s. 46A
05.44	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
06.01	Application for Permits (a) Building: record all permits in permanent log.	Retain for life of building.	c. 143 s. 3
06.02	Application for Permits (b) Electrical Wiring; record all permits in permanent log.	Retain 7 years.	c. 143 s. 3L
06.03	Application for Permits (c) Elevator and Escalator; record all permits in permanent log.	Retain 7 years.	
06.04	Application for Permits (d) Erect, Alter or Repair; record all permits in permanent log.	Retain for life of building.	
06.05	Application for Permits (e) Gas Fitting; record all permits in permanent log.	Retain 7 years.	c. 143 s. 3N
06.06	Application for Permits (f) Plumbing Work; record all permits in permanent log.	Retain 7 years.	
06.07	Application for Permits (g) Signs; record all permits in permanent log.	Retain for life of installation.	
06.08	Application for Permits (h) Swimming Pool; record all permits in permanent log.	Retain for life of installation.	
06.09	Audit account form	Permanent.	
06.10	Elevator and Escalator Inspection Records (a) Plans for Installation or Alteration	Retain 7 years.	c. 143 s. 62
06.11	Elevator and Escalator Inspection Records (b) Specifications	Retain 3 years.	
06.12	Elevator and Escalator Inspection Records (c) Certificate of Approval	Retain until superseded.	c. 143 s. 63
06.13	Elevator and Escalator Inspection Records (d) Inspection Reports	Retain until superseded provided Certificate of Approval is granted.	c. 143 s. 64
06.14	Elevator and Escalator Inspection Records (e) Certificate or Notice as to Safety and Construction	Retain until superseded.	c. 143 s. 65
06.15	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
06.16	Equipment Records	Retain 7 years.	
06.17	Inspection Certificates (a) Egress	Retain for life of building.	
06.18	Inspection Certificates (b) Occupancy	Retain for life of building.	
06.19	Inspection Certificates (c) Other: Building, Elevator and Escalator, Gas Fitting, Plumbing and Wiring, etc.	Retain until superseded.	
06.20	Notices (a) To Affix Street Numbers	Retain 7 years.	
06.21	Notices (b) Building in Dangerous Condition	Retain for life of building or 7 years after abandonment, whichever is sooner.	
06.22	Notices (c) To Cease and Desist Illegal Work	Retain 7 years after abatement.	
06.23	Notices (d) Violation	Retain 1 year.	
06.24	Permit Log	Permanent.	
06.25	Petty Cash Records	Retain until completion of satisfactory audit.	
06.26	Plans and Specifications (a) Plans of Buildings with Public Access	Permanent.	
06.27	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
06.28	Plans and Specifications (c) Specifications	Retain 7 years after completion of building.	
06.29	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
06.30	Retired Vehicle Records	Retain 1 year after retirement of vehicle.	
06.31	Sick Leave Reports	Retain 3 years.	
06.32	Special Investigation Records	Retain 7 years.	
06.33	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) 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) 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) 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, s. 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
08.01	Betterment Lien, Certificate Dissolving (Payment Stub). Form 374	Retain until completion of satisfactory audit.	c. 80 s. 12
08.02	Betterment Liens, Certification to Assessors. Form 261	Retain until completion of satisfactory audit.	c. 80 s. 13
08.03	Bills, Paid Receivables other than Taxes	Retain until completion of satisfactory audit.	
08.04	Bills, Tax (paid)	Retain until completion of satisfactory audit.	c. 60 ss. 3, 3A
08.05	Bonds, performance, Deputy Collector	Retain 7 years from date of expiration.	c. 60 s. 92, c. 41 s. 37
08.06	Bonds, performance, Special Collector	Retain 7 years from date of expiration.	c. 60 s. 14
08.07	Bonds, performance. Collector	Retain 7 years from date of expiration.	c. 60 s. 13
08.08	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
08.09	Cash Books, Other	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	
08.10	Cash Books, Property. Form 200 RE	Retain until all taxes actually collected or abated.	c. 60 s. 7
08.11	Cash Books, Sewer. Form AD26S	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 60 s. 7
08.12	Cash Books, Water. Form AD26	Retain until completion of satisfactory audit or final settlement of levy, whichever is later.	c. 60 s. 7
08.13	Commitment Books (All)	Permanent.	c. 60 s. 6
08.14	Deputy Collector, Application for Appointment. Form 262	Retain 5 years following expiration of service.	c. 60 s. 92
08.15	Deputy Collector, Approval of Appointment. Form 263	Permanent.	c. 60 s. 93
08.16	Municipal Lien Certificate Stubs. Form 290	Retain 3 years or following completion of satisfactory audit, whichever is later.	c. 60 s. 23
08.17	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
08.18	Municipal Lien, Statement Filed to Continue. Form 291	Retain 3 years or following completion of satisfactory audit, whichever is later.	c. 60 s. 37A
08.19	Schedules, General, Collector's Payments to Treasurer. Form AD8	Retain until completion of satisfactory audit.	c. 60 s. 2
08.20	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
08.21	Schedules, General, Collector's Payments to Treasurer/Property and other Charges	Retain until completion of satisfactory audit.	c. 60 s. 2
08.22	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
08.23	Schedules, General, Treasurer's Receipts	Retain until completion of satisfactory audit.	c. 41 s. 52, c. 59 s. 69
08.24	Schedules, General, Water Lien, Certificates. Form 370, 373, 260	Retain until completion of satisfactory audit.	c. 40 s. 42B
08.25	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
08.26	Tax Bill, Request for Separate. Form 208B	Retain until final settlement of levy.	c. 60 s. 22A
08.27	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
08.28	Tax Titles, Forms, Accounts, List of Recorded Sales or Takings to be set up as Tax Title. Form 346	Permanent.	c. 60 s. 95
08.29	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
08.30	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
08.31	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
08.32	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
08.33	Tax Titles, Forms, Invalid Title, Deed of Release of. Form 32	Permanent.	c. 60 s. 82
08.34	Tax Titles, Forms, Invalid Title, Disclaimer of	Permanent.	c. 60 ss. 37, 84
08.35	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
08.36	Tax Titles, Forms, Invalid Title, Notice of Refusal to Release	Permanent.	c. 60 s. 82
08.37	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
08.38	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
08.39	Tax, Certificate of Payment by Mortgagee or other Interested Person. Form 222	Retain until completion of satisfactory audit.	c. 60 s. 60
08.40	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>
08.41	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
08.42	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
08.43	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
09.01	Certificate of Compliance	Retain until recorded in the Registry of Deeds.	c. 131 s. 40
09.02	Certificate of Compliance (Partial)	Retain until the complete Certificate of Compliance has been filed.	
09.03	Certification of an Emergency Project	Retain until the complete Certificate of Compliance has been filed or until order/determination expires.	c. 131 s. 40
09.04	Determination of Applicability, Reply of (Negative)	Retain until project is complete or until Determination of Applicability has expired.	
09.05	Determination of Applicability, Reply of (Positive)	Retain until project is complete or until Determination of Applicability has expired.	
09.06	Determination of Applicability, Request for	Retain 1 year.	
09.07	Determination, Withdrawal of Request for	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 131 s. 40
09.08	Engineering Drawings (Plans)	Permanent.	
09.09	Environmental Data Form	Retain until Certificate of Compliance has been issued.	
09.10	Gifts (copies of)	Retain until completion of satisfactory audit.	
09.11	Ledger Books (Data on material recorded in the Registry of Deeds)	Permanent.	
09.12	Notice of Exemption (Obsolete)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
09.13	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
09.14	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)
09.15	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
09.16	Program Information (Community Activities, Camping Applications, etc.)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
09.17	Request for Compliance/Stop Work Order (Cease and Desist)	Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.	
09.18	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
10.01	Applications for Programs	Retain 3 years.	
10.02	Client Referrals	Retain 3 years.	c. 40 s. 8B
10.03	Clinic Attendance Tally Sheets	Retain 3 years.	c. 40 s. 8B
10.04	Equipment Maintenance and Repair Records	Retain 1 year after disposal of equipment.	
10.05	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
10.06	Grant Files (Unsuccessful Applications)	Retain until final rejection.	
10.07	Informational Memoranda (from EOEA)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
10.08	Intake Reports (Client Case Files)	Retain 3 years after date of last contact.	
10.09	Kitchen Audits	Retain 3 years.	c. 49 s. 8B
10.10	Ledgers	Permanent.	
10.11	Meals on Wheels Delivery Records	Retain 1 year, provided satisfactory audit has been completed.	c. 40 s. 8B
10.12	Meals on Wheels Payment Books	Retain 1 year.	c. 40 s. 8B
10.13	Monthly Statistics	Retain 3 years.	c. 40 s. 8B
10.14	Outreach Reports	Retain 3 years.	c. 40 s. 8B
10.15	Participant Directories	Retain 3 years.	
10.16	Position Descriptions (including Volunteer Position Descriptions)	Retain 3 years.	
10.17	Program Instructions (from EOEA)	Retain until superseded.	
10.18	Surveys of Services	Retain 3 years.	c. 40 s. 8B
10.19	Time Sheets	Retain 3 years.	
10.20	Van Trip Reports	Retain 1 year.	
10.21	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
11.01	Assessment Books (a) Sewer	Retain until completion of satisfactory audit, provided originals are retained by Assessor.	c. 83, s. 27, 28, 29
11.02	Assessment Books (b) Sidewalk	Retain until completion of satisfactory audit, provided originals are retained by Assessor.	c. 83, s. 27, 28, 29
11.03	Assessment Books (c) Street Betterment	Retain until completion of satisfactory audit, provided originals are retained by Assessor.	c. 83, s. 27, 28, 29
11.04	Assessment Cards (a) Sewer	Permanent.	c. 83, s. 27, 28, 29
11.05	Assessment Cards (b) Sidewalk	Permanent.	c. 83, s. 27, 28, 29
11.06	Assessment Cards (cc) Water	Permanent.	c. 83, s. 27, 28, 29
11.07	Auto Accident Report	Permanent, with employee's file.	
11.08	Catch Basin Cleaning Report	Retain 1 year.	c. 83, s. 1
11.09	Catch Basin Location Files	Permanent.	c. 83, s. 2
11.10	Cemetery Records	Permanent.	c. 114, s. 18
11.11	Civil Service Approvals	Permanent.	c. 31, s. 6
11.12	Employee Time Sheet	Retain 1 year from satisfactory completion of audit.	c. 41, s. 42
11.13	Fire Pipe Connection Books	Permanent.	c. 83, s. 2
11.14	Flow Test Records	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
11.15	Foreman's Daily Reports - Hired Equipment	Retain 1 year from satisfactory completion of audit.	
11.16	Gate Books	Permanent.	c. 83, s. 2
11.17	Hydrant Locations	Permanent.	c. 83, s. 2
11.18	Inventory Gas Card Ledgers	Retain until completion of satisfactory audit.	
11.19	Job Cost Ledgers	Retain 7 years from date of opening.	c. 41, s. 103
11.20	Journal Vouchers (Departmental)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 41, s. 50, 55
11.21	Notice of Intent	Retain 1 year from date of hearing.	c. 85, s. 3
11.22	Operators Daily Reports	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
11.23	Parts Installation Book	Permanent.	c. 83, s. 2
11.24	Petitions (a) Driveways	Permanent.	c. 82, s. 3
11.25	Petitions (b) New Streets	Permanent.	c. 82, s. 3
11.26	Petitions (c) Sidewalks	Permanent.	c. 82, s. 3
11.27	Plans (All)	Permanent.	c. 83, s. 2
11.28	Record of Vehicles	Retain 1 year after retirement of vehicle.	
11.29	Releases on Private Ways	Permanent.	c. 84, s. 2
11.30	Sewer Connection Record Card Index	Permanent.	c. 83, s. 3, 11
11.31	Shut-Off Locations	Permanent.	c. 83, s. 2
11.32	Sick Leave Reports	Retain 3 years.	c. 41, s. 111B
11.33	Street Openings	Retain 7 years.	c. 83, s. 8
11.34	Valve Records	Permanent.	c. 83, s. 2
11.35	Water and Sewer Applications	Retain 7 years.	

<b>Series Number</b>	<b>Description of Record</b>	<b>Length of Time Required to Retain Record</b>	<b>MGL / CMR</b>
11.36	Water and Sewer Payments	Retain 1 year from satisfactory completion of audit.	c. 40, s. 42A, c. 83, s. 16
11.37	Water Consumption Testing Record	Retain 7 years.	
11.38	Water Pressure Records	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
11.39	Water Service (a) Journals	Retain 7 years.	c. 40, s. 39I, 42A, 42L
11.40	Water Service (b) Meter Removals and Locations	Permanent.	c. 40, s. 39I, 42A, 42L
11.41	Water Service (c) Plates for Route Books	Retain until superseded.	c. 40, s. 39I, 42A, 42L
11.42	Water Service (d) Rates and Service	Retain 7 years.	c. 40, s. 39I, 42A, 42L
11.43	Water Service (e) Route Books	Retain until superseded.	c. 40, s. 39I, 42A, 42L
11.44	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
12.01	Ambulance Calls Report	Retain 7 years.	
12.02	Apparatus Inspection Report	Retain 1 year after retirement of apparatus.	c. 48 s. 42
12.03	Application for Installation of Fire Alarm System; retention after satisfactory filing of Certificate of Completion.	Retain 1 year.	c. 148 s. 26B
12.04	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
12.05	Application/Permit for Open-air Fires	Retain 1 year.	c. 48 s. 13
12.06	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
12.07	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
12.08	Application/Permit to Conduct Supervised Display of Fireworks; retention after issuance.	Retain 3 years.	c. 148 s. 39A, 527 CMR 2.05
12.09	Application/Permit to Conduct Supervised Firing of Canon; retention after issuance.	Retain 3 years.	c. 148 ss. 9, 10A, 527 CMR 22.03
12.10	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
12.11	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
12.12	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
12.13	Application/Permit to Install Special Extinguishment System; retention after completion of installation.	Retain 7 years.	c. 148 s. 26A
12.14	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
12.15	Application/Permit to Manufacture Fireworks	Retain 3 years after termination or discontinuance of permit.	c. 148 s. 12, 527 CMR 2.03
12.16	Application/Permit to Operate Lumberyard	Retain 3 years after expiration of permit.	c. 148 ss. 10A, 28, 527 CMR 17.02
12.17	Application/Permit to Remove Underground Flammable Tank	Retain 3 years after issuance.	c. 148 s. 38A
12.18	Authorized Leave Report	Retain 3 years.	c. 48, s. 57

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
12.19	Box Alarm Record	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
12.20	Box Test Record	Retain 1 year after replacement of box.	
12.21	Building Fire, Report of	Permanent.	
12.22	Certificate of Approval of Flameproof Decorations	Retain 5 years after issuance.	c. 148 ss. 10A, 28, 527 CMR 21.02
12.23	Certificate of Completion of Installation of (Solid Fuel) Fuel-oil Burning Equipment	Retain 5 years.	c. 148 s. 10, 527 CMR 4.03
12.24	Certificate of Completion of the Installation of Fire Alarm System	Retain 7 years.	c. 148 ss. 26A, B, C
12.25	Certificate of Flame proofing of an Impermanent Nature	Retain 5 years after issuance.	c. 148 ss. 10A, 28, 527 CMR 21.02
12.26	Company (Duty) Officer's Fire Report	Permanent.	
12.27	Departmental Fire Record (summary record of daily operations of department, known variously as Daily Blotter, Fire Alarm Record, etc.)	Permanent.	
12.28	Deputy Chief's Report (Master Fire Report)	Permanent.	
12.29	Equipment Loan Record	Retain until satisfactory return of equipment.	
12.30	Equipment Maintenance Log	Permanent.	c. 48 s. 42
12.31	Final Building Inspection Report	Retain 1 year after subsequent inspection.	c. 148 ss. 2, 4
12.32	Final Fire Report to State Fire Marshal	Retain 10 years.	c. 148 s. 2
12.33	Fire Alarm Circuit Tests, Record of	Retain 1 year.	
12.34	Fire Alarm Record Cards	Permanent.	
12.35	Fire Hose Record	Retain 1 year after retirement of hose.	c. 48 s. 42
12.36	Fire Prevention Bureau Report	Permanent.	c. 148 s. 2
12.37	Fire Prevention Inspection Log	Permanent.	c. 148 ss. 2, 4
12.38	Fire Station Journal	Permanent.	
12.39	Fuel Oil Record	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
12.40	Hydrant Cards	Retain 1 year after replacement of hydrant.	
12.41	Inoperative Hydrant Report (Hydrant Trouble Report)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
12.42	Motor Vehicle Fires, Report of	Permanent.	
12.43	No Loss Report	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
12.44	Notice of Inspection (Annual) of Tanks for the Storage of Fluids	Retain through subsequent inspection.	c. 148 s. 37
12.45	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
12.46	Notification of Fire and/or Accident Caused by Model Rocket or Rocket Engine	Retain 7 years.	c. 148 ss. 9, 10, 527 CMR 16.02
12.47	Notification of Intent to Use Salamander	Retain 1 year.	c. 148 ss. 9, 10A, 25, 527 CMR 20.02
12.48	Notification of Leak, Spill, Rupture, Overflow, etc. , of Flammable Liquids	Retain 3 years.	c. 148 s. 10
12.49	Notification of the Cessation of License to Store Explosives in Magazine	Permanent.	c, 148 ss. 9, 15, 527 CMR 13.08
12.50	Notification of the Construction, Change or Alteration of Self-service Gasoline Station	Retain through subsequent alteration or discontinuance of establishment.	c. 148 s. 10
12.51	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
12.52	Notification of Violation of Fire Laws	Retain 1 year after subsequent inspection reveals correction of violation.	c. 148 s. 5
12.53	Open-air Fires, Report of Shut Off, Remove, etc. , Sprinkler or Fire-sensing Device	Permanent.	
12.54	Partial Building Inspection Reports	Retain until superseded by Final Inspection Report.	c. 148 ss. 2, 4
12.55	Permit for Storage of Fuel Oil	Retain until superseded or terminated.	c. 148 s. 10, 527 CMR 4.03
12.56	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
12.57	Plans and Specifications for Dry Cleaning Plant	Retain through alteration or discontinuance of establishment.	c. 148 s. 10, 527 CMR 3.03
12.58	Preliminary Report to State Fire Marshal	Retain until superseded by Final Report.	c. 148 s. 2
12.59	Preventive Maintenance Check-list	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 48 s. 42
12.60	Receipt form Treasurer	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
12.61	Report of Alarms (daily/weekly)	Permanent.	
12.62	Rescue Report	Permanent.	
12.63	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
13.01	Applications for Certificates (a) Appropriateness	Retain 1 year after the expiration of the 20-day appeal period.	c. 40C, s. 6
13.02	Applications for Certificates (b) Nonapplicability	Retain 1 year after the expiration of the 20-day appeal period.	c. 40C, s. 6
13.03	Applications for Certificates (c) Hardship	Retain 1 year after the expiration of the 20-day appeal period.	c. 40C, s. 6
13.04	Archaeologist, Reports to State	Retain until superseded by another report.	c. 40, s. 8d, c. 9, s. 27C
13.05	Bids for Contracts (a) Where no contract is awarded	Retain 3 years from date of opening.	c. 30B
13.06	Bids for Contracts (b) Where contract is awarded	Retain with Contract Files.	c. 30B
13.07	Certificates (a) Appropriateness	Retain 1 year following lapse of certificate.	c. 40C, s. 6,10(F)
13.08	Certificates (b) Nonapplicability	Retain 1 year following lapse of certificate.	c. 40C, s. 6,10(F)
13.09	Certificates (c) Hardship	Retain 1 year following lapse of certificate.	c. 40C, s. 6,10(F)
13.10	Decisions, Demolition Delay	Retain 1 year after demolition or other disposition of property.	
13.11	Demolition statement	Retain 1 year after the expiration of the 20-day appeal period.	c. 40C, s. 6
13.12	Historic District Map	Permanent.	c. 40C, s. 3
13.13	Historic Preservation Plan	Permanent.	c. 40, s. 8d
13.14	Historic Resources Survey. Form A-H	Permanent.	c. 40, s. 8d
13.15	Maps	Permanent.	c. 40, s. 8d
13.16	Massachusetts Preservation Program Fund Pre-Application Form	Retain until superseded by another application.	
13.17	Modification of Application	Retain 1 year after expiration of the 20-day appeal period.	c. 40C s. 10(a)
13.18	Modification of Recommendations	Retain 1 year after expiration of the 20-day appeal period.	c. 40C, s. 10(a)
13.19	Nominations for National Register (a) Accepted Nominations	Permanent.	
13.20	Nominations for National Register (b) Unaccepted Nominations	Retain 1 year.	
13.21	Plans	Permanent.	
13.22	Public Hearing Waiver Notification	Retain 1 year after expiration of the 20-day appeal period.	c. 40C, s. 11
13.23	Public Hearing Waiver Requests	Retain 1 year after expiration of the 20-day appeal period.	c. 40C, s. 11
13.24	Publications of Commission	Permanent.	Historic District: c. 40C, s. 15; Historical Commission: c. 40, s. 8d
13.25	Reports	Permanent.	
13.26	Review Standards	Permanent.	c. 40C, s. 8
13.27	Site Plan Review Recommendations	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
13.28	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
14.01	Application for License	Permanent.	c. 138 s. 15A
14.02	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
14.03	Application for Transfer of License	Permanent.	c. 138 s. 23B
14.04	Automatic Amusement Devices Licenses	Permanent.	c. 140 s. 177A
14.05	Billiard Tables and Bowling Alleys Licenses	Permanent.	c. 140 s. 177
14.06	Certificate of Conviction	Permanent.	c. 138 s. 57
14.07	Change of Location or Manager Position	Permanent.	c. 138 s. 15A
14.08	Clubs, Societies, Associations Authorization to Dispense Food and Beverages Other Than Alcoholic and Liquor Beverage	Permanent.	c. 140 s. 21E
14.09	Coffee and Teahouses	Permanent.	c. 140 s. 47
14.10	Complaint Records	Permanent.	c. 138 s. 15A
14.11	Copy of Transactions of Pawnbrokers	Permanent.	c. 140 s. 79
14.12	Decision of Commission Hearings	Permanent.	c. 138 s. 67
14.13	Fortune Teller	Permanent.	c. 140 s. 185I
14.14	Hearing Records	Permanent.	c. 138 s. 9
14.15	Inn holder and Common Victualer	Permanent.	c. 140 s. 2
14.16	Inspection of Lodging Houses by Licensing Authorities	Permanent.	
14.17	Junk Dealers	Permanent.	c. 140 s. 54
14.18	Letter of Approval from ABCC	Permanent.	c. 138 s. 16B
14.19	Lodging Houses	Permanent.	c. 140 s. 23
14.20	Managers of Indoor and Outdoor Activities	Retain until completion of satisfactory audit.	c. 138 s. 14
14.21	Picnic Groves	Permanent.	c. 140 s. 188
14.22	Quarterly Reports to the Mayor	Permanent.	c. 138 s. 9
14.23	Retail Package Goods	Retain 7 years after termination.	c. 138 s. 15
14.24	Revoked, Suspended, Cancelled or Forfeited Licenses	Permanent.	c. 138 s. 65
14.25	Second-Hand Motor Vehicles	Permanent.	c. 140 s. 59
14.26	Shooting Galleries	Permanent.	c. 140 s. 56A
14.27	Skating Rinks	Permanent.	c. 140 s. 186
14.28	Specific License Types, Clubs	Retain 7 years after termination.	c. 138 s. 12
14.29	Specific License Types, Common Victualers	Retain 7 years after termination.	c. 138 s. 12
14.30	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
15.01	Applications (a) Special Permit	Retain 1 year following expiration of 20-day appeal period.	c. 40A s. 1-A
15.02	Applications (b) Subdivision Control Not Required	Retain 1 year following expiration of 20-day appeal period.	c. 41 s. 81T
15.03	Applications (c) Subdivision (Preliminary)	Retain 1 year following expiration of 20-day appeal period.	c. 41A s. 81-T
15.04	Applications (d) Subdivision (Definitive)	Retain 1 year following expiration of 20-day appeal period.	c. 41 s. 81T
15.05	Decisions (a) Special Permit	Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.	c. 40A s. 11
15.06	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
15.07	Decisions (c) Subdivision (Preliminary)	Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.	c. 41 s. 81S
15.08	Decisions (d) Subdivision (Definitive)	Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.	c. 41 s. 81U
15.09	Master Plan	Permanent.	c. 41 s. 81D
15.10	Notice for Public hearings (a) Special Permits.	Retain 1 year following expiration of 20-day appeal period.	c. 40-A s. 11
15.11	Notice for Public hearings (b) Subdivisions	Retain 1 year following expiration of 20-day appeal period.	c. 41 ss. 81-T, 81-U
15.12	Notice for Public hearings (c) Zoning Changes	Retain 1 year following expiration of 20-day appeal period.	c. 40-A s. 5
15.13	Notice of Appeal to Superior Court	Permanent.	c. 41, s. 81BB
15.14	Official Map	Permanent.	c. 41 ss. 81E, 81H
15.15	Petty Cash Records	Retain until completion of satisfactory audit.	
15.16	Subdivision Files (a) Preliminary	Retain 1 year following date of decision.	
15.17	Subdivision Files (b) Definitive	Retain until completion of subdivision.	
15.18	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
16.01	Ambulance Calls Report	Retain 7 years.	
16.02	Appointment Certificate	Permanent.	c. 41, s. 96
16.03	Arrest Records (a) Booking Sheet	Retain until completion of prosecution and exhaustion of appeals.	
16.04	Arrest Records (b) Fingerprint Card	Retain until completion of prosecution and exhaustion of appeals.	
16.05	Arrest Records (c) Vehicle Inventory	Retain until completion of prosecution and exhaustion of appeals.	
16.06	Arrest Records (d) BOP Report	Retain until completion of prosecution and exhaustion of appeals.	
16.07	Arrest Records (e) RMV Report	Retain until completion of prosecution and exhaustion of appeals.	
16.08	Arrest Records (f) LEAPS Report	Retain until completion of prosecution and exhaustion of appeals.	
16.09	Cell Monitoring Reports	Retain 3 years.	c. 40, s. 36B
16.10	Civil Service Records	Permanent.	c. 31, s. 61
16.11	Civilian Complaints, no specific officers named	Retain 4 years following closure of investigation.	c. 260, ss. 3A, 5B
16.12	Civilian Complaints, substantiated	Retain 7 years following closure.	c. 149, s. 52c, c. 260, ss. 3A, 5B, c. 277, s. 63
16.13	Civilian Complaints, unsubstantiated	Retain 5 years following closure of investigation.	c. 149, s. 52C, c. 260, ss. 3A, 5B
16.14	Controlled Substance Seizure Report (no arrest or warrant)	Retain 7 years.	c. 94C, s. 47A
16.15	Criminal Offender Record Information Request Form	Retain 3 years.	
16.16	Cruiser Maintenance Report	Retain 1 year after retirement of vehicle.	
16.17	Death Report (Suicide, Sudden, Unexplained)	Permanent.	
16.18	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
16.19	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
16.20	Dog Bite Investigation Report	Retain 7 years.	c. 140, s. 155
16.21	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
16.22	Employment History Records	Retain 20 years following termination of employment.	
16.23	Equipment Inventory	Retain until superseded by next inventory.	
16.24	Equipment Maintenance Log	Retain until retirement of equipment.	
16.25	Evidence Control Form	Retain 3 years.	
16.26	Firearm Identification Card	Retain until superseded. Permission from Supervisor not required for destruction.	c. 140, s. 129B
16.27	Firearm, License to Carry (Application)	Retain until superseded. Permission from Supervisor not required for destruction.	c. 140, s. 131
16.28	Firearm, License to Carry. Form FA-19	Retain until superseded. Permission from Supervisor not required for destruction.	c. 140, s. 131
16.29	Firearms, License to Sell	Permanent.	c. 140, ss. 122, 122A
16.30	Firearms, Wound Report	Permanent.	c. 112, s. 12A
16.31	Found Property Form	Retain 3 years.	
16.32	Gunsmith License	Permanent.	c. 140, s. 122
16.33	Incident Report (Miscellaneous non-criminal investigation)	Retain 3 years.	
16.34	Internal Investigation Case Files	Retain 7 years following closure; retain with personnel files.	c. 151B, c. 260, s. 5B, c. 277. s. 63
16.35	Investigation Report (no arrest or warrant) (a) Armed Robbery	Retain 11 years.	c. 265, s. 17
16.36	Investigation Report (no arrest or warrant) (b) Assault with a Dangerous Weapon	Retain 11 years.	c. 265, s. 18
16.37	Investigation Report (no arrest or warrant) (c) Unarmed Robbery	Retain 11 years.	c. 265, s. 19
16.38	Investigation Report (no arrest or warrant). (d) Confining or putting in fear with intent to commit felony	Retain 11 years.	c. 265, s. 21
16.39	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
16.40	Investigation Report, Murder (no arrest or warrant)	Permanent.	c. 277, s. 63
16.41	Journal	Permanent.	
16.42	Juror Investigation Report	Retain 1 year.	c. 234, s. 4
16.43	Lock-up Rules and Regulations	Permanent.	c. 40, s. 34
16.44	Log (Blotter)	Permanent.	
16.45	Missing Person Report	Retain 3 years after case is closed.	
16.46	Motor Vehicle Accident Reports (a) Operator's Report (investigation or no investigation)	Retain 3 years.	c. 90, s. 26
16.47	Motor Vehicle Accident Reports (b) Fatal	Permanent.	c. 90, s. 26
16.48	Motor Vehicle Accident Reports (c) Hit and Run	Retain 7 years.	c. 90, s. 26
16.49	Motor Vehicle Accident Reports (d) Personal Injury	Retain 7 years.	c. 90, s. 26
16.50	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
16.51	Motor Vehicle Accident Reports (f) Investigating Officer's Report	Retain 3 years.	c. 90, s. 26
16.52	Motor Vehicle Citation	Retain 1 year.	c. 90C, s. 2
16.53	Motor Vehicle Citation Sheet	Retain 1 year.	c. 90C, s. 6
16.54	Motor Vehicle Inventory Form	Retain 3 years.	
16.55	Parking Ticket (Paid)	Retain until completion of satisfactory audit.	c. 90, s. 20A
16.56	Permits/Applications (Sunday work, etc.)	Retain 1 year after issuance.	
16.57	Premises Inspected Slips	Retain 1 year.	
16.58	Prisoner Property Slip	Retain 1 year.	
16.59	Procedural Rules	Permanent.	
16.60	Protective Custody Report (All)	Retain 3 years.	c. 111B, s. 8
16.61	Radar Log	Retain 3 years.	
16.62	Recordings of Phone Calls (911 etc.)	Retain 1 year	c. 6A, s. 18G
16.63	Reprimands, administrative	Permanent.	c. 149, s. 52C, c. 151B, c. 260, s. 5B
16.64	Reprimands, resulting from civilian complaint	Retain 7 years following closure.	c. 149, s. 52C, c. 260, ss. 3A, 5B c. 277, s. 63
16.65	Roll Call Report	Retain 3 years.	
16.66	Schedule of Departmental Payments to Treasurer	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
16.67	Stolen Goods Report	Retain 3 years.	c. 266, s. 48
16.68	Stolen Vehicle Report	Retain 3 years.	c. 90D, s. 33
16.69	Taxi Cab Driver Records	Retain until superseded.	
16.70	Travel Expense Report of Court Witness	Retain until completion of satisfactory audit.	c. 262, s. 53B
16.71	Unclaimed Property, Notice of Sale	Retain 3 years.	c. 135, ss. 8, 9, 11
16.72	Uniform National Crime Reports	Retain until superseded.	



## 17 Public Library

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
17.01	Application for a Library Card	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 78, s. 7
17.02	Bibliographic Database	Retain until deaccession.	c. 78, ss. 7,8,9
17.03	Circulation Records	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 78, s. 7
17.04	Complaint and Censorship Records	Retain until resolution.	
17.05	Fine Payment Request Form	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
17.06	Library Building Program Files	Retain 20 years.	c. 78, 19E
17.07	Library Improvement Program Files	Retain 7 years.	c. 78, s. 19
17.08	Long Range Program Files	Retain until superseded.	c. 78, s. 19
17.09	Master Plan	Permanent.	c. 78, ss. 19E, 19H
17.10	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
18.01	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
18.02	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
18.03	Purchase Logs	Retain 1 year following next satisfactory audit.	
18.04	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
18.05	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
18.06	Receiving Slips	Retain 1 year following satisfactory completion of audit.	
18.07	Sheltered Market Program Files	Retain 7 years following termination or amendment.	c. 30B ss. 3, 18
18.08	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
19.01	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)
19.02	Administration and Finance, Accounts Journal	Permanent.	c. 32, 840 CMR 4.01
19.03	Administration and Finance, Actuarial Valuation Studies or Reports	Permanent.	c. 32
19.04	Administration and Finance, Amount to be Paid to Pension Fund, Actuary's Notification	Retain 7 years.	c. 32 s. 22(7)(c)
19.05	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)
19.06	Administration and Finance, Annual Report, Request for Filing Extension	Retain 7 years.	840 CMR 5.03(2)
19.07	Administration and Finance, Bonds of Fiduciaries; retention after expiration of bond.	Retain 7 years.	c. 32, 840 CMR 17.01
19.08	Administration and Finance, Cash Book	Retain 7 years.	840 CMR 4.01
19.09	Administration and Finance, Establishment of System, Certificate of	Permanent.	c. 32 s. 28(3),(4),(5)
19.10	Administration and Finance, General Ledger	Permanent.	c. 32, 840 CMR 4.01
19.11	Administration and Finance, Investment Control Cards; retention following maturation or divestment of investment.	Retain 7 years.	c. 32 s. 23(2)
19.12	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
19.13	Administration and Finance, Receipts for Administrative Expenses	Retain 7 years.	c. 32, c. 260 s. 2
19.14	Administration and Finance, Requests for Reimbursement for COLA and Statutorily Mandated Benefit Increases	Retain 7 years.	
19.15	Administration and Finance, Supplementary Rules	Permanent.	c. 32 s. 21(4), 840 CMR 14
19.16	Administration and Finance, Tax Withholding Statement (W2-P)	Retain 7 years.	c. 32, 26 CFR 1.6001-1
19.17	Administration and Finance, Trial Balance Book	Retain 7 years.	c. 32, 840 CMR 4.01
19.18	Administration and Finance, Warrants (Payments to Retirees and Beneficiaries and Refunds to Members Leaving Service)	Retain 7 years.	c. 32
19.19	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)
19.20	Disability, Hearing Records	Retain until completion of satisfactory audit.	c. 32, 840 CMR 10.12 (1)-(3) (b-h)
19.21	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)
19.22	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
19.23	Elections, Ballots (including Disqualified and Absentee)	Retain 3 years after election.	c. 32 s. 20(3), 840 CMR 7.06, 7.08
19.24	Elections, Nomination Papers	Retain 3 years after election.	c. 32 s. 20(3), 840 CMR 7.04
19.25	Elections, Notice of Election	Retain 3 years after election.	c. 32 s. 20(3), 840 CMR 7.03
19.26	Elections, Notification of Election Results	Retain 3 years after election.	c. 32 s. 20(3), 840 CMR 7.10
19.27	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
19.28	Investments, Investment Advisors' Disclosure Statements	Retain 7 years after termination of employment of advisor.	c. 32, 840 CMR 17.04, (7)(a-c),(8)
19.29	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
19.30	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
19.31	Investments, Orders to and Brokers Confirmations of Purchases and Sales	Retain 7 years after transaction.	c. 32 ss. 21,23
19.32	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)
19.33	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
19.34	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
19.35	Membership Files, Assignment Documents	Retain 7 years following exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 ss. 15,19
19.36	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)
19.37	Membership Files, Certificates of Birth, Marriage and Divorce	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 18
19.38	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)
19.39	Membership Files, Change of Beneficiary Blank	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 11(2)(c)
19.40	Membership Files, Contributory Retirement Appeals Board Decisions	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 16(4)
19.41	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
19.42	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
19.43	Membership Files, Membership Control Cards	Retain 80 years.	c. 32 s. 20(5)
19.44	Membership Files, New Entrant Enrollment Blank	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 11(2)(c).
19.45	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).
19.46	Membership Files, Notice of Injury from Member and/or Department Head	Retain 80 years.	c. 32 s. 7(1) and (3)
19.47	Membership Files, Notification of Leave of Absence	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	
19.48	Membership Files, Notification to Inactive Members that Interest has Ceased to Accrue	Retain 80 years.	c. 32 ss. 11(1)(b), 22(6)(c).
19.49	Membership Files, Options on Retirement, Election	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 12(2)(a-c)
19.50	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).
19.51	Membership Files, Retirement Payment Cards	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	
19.52	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
19.53	Membership Files, Survivorship Records (includes Benefits)	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32
19.54	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
19.55	Membership Files, Waiver of Retirement Allowance	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 90B
19.56	Membership Files, Worker's Compensation, History of	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 14
19.57	Rehabilitation Records, General	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 (7-10)
19.58	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)
19.59	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)
19.60	Rehabilitation Records, Statement of Earnings from Member	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 ss. 6,21
19.61	Service 65-70, Annual Certification of Member's	Retain until exhaustion of benefits, provided satisfactory audit has been completed.	c. 32 s. 90H
19.62	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
19.63	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
19.64	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)

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
19.65	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
19.66	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
19.67	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)
19.68	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
19.69	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
19.70	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
19.71	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)
19.72	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
20.01	Administration, Annual Notice to Public (Legal)	Retain 1 year.	c. 98 s. 41
20.02	Administration, Building Plans	Permanent.	
20.03	Administration, Evidence Teaching Credentials; retention after termination of employment	Retain 5 years.	603 CMR 7.00
20.04	Administration, Extended School Year Plan Records	Retain 3 years.	c. 71 s. 1, 603 CMR 16.00
20.05	Administration, Plant, Maintenance Work Request Form	Retain until completion of satisfactory audit.	
20.06	Administration, Plant, Posting Schedule of	Retain until completion of satisfactory audit.	
20.07	Administration, Printing Request Form	Retain until completion of satisfactory audit.	
20.08	Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts	Permanent.	c. 71 s. 2
20.09	Administration, School Committee Report, Annual	Permanent.	c. 72 s. 2
20.10	Administration, School Returns, Annual Report to Superintendents	Permanent.	c. 72 s. 3
20.11	Administration, School, Condition of, Annual Report	Retain 7 years.	c. 72 s. 4
20.12	Administration, Superintendent of Schools, Annual Report of	Permanent.	c. 72 s. 2(A)
20.13	Administration, Teaching Schedules	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
20.14	Fiscal, Annual Audit of the Accounts of the Regional School District Committee	Retain 7 years.	c. 71 s. 16E
20.15	Fiscal, Bid Specifications and Responses for Equipment and Supplies	Retain with Contract Files.	c. 30B, c. 260 s. 2
20.16	Fiscal, Bond Coupon Statements	Retain until completion of satisfactory audit.	
20.17	Fiscal, Bond Coupons	Retain 7 years after cancellation, provided a satisfactory audit has been completed.	
20.18	Fiscal, Bus Contracts	Retain with Contract Files.	c. 30B
20.19	Fiscal, Bus Transportation Requests	Retain until completion of satisfactory audit.	
20.20	Fiscal, Bus Vouchers	Retain 7 years provided a satisfactory audit has been completed.	
20.21	Fiscal, Educational Television Program Fund	Retain until completion of satisfactory audit.	c. 71 s. 13(H)
20.22	Fiscal, Equipment Inventory Form	Retain until superseded by next inventory.	
20.23	Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)	Retain 5 years provided a satisfactory audit has been completed.	
20.24	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)
20.25	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)
20.26	Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records	Retain 3 years.	603 CMR 34.07(1(k))
20.27	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.	
20.28	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)
20.29	Fiscal, Food Service Records (f) Paid Invoices	Retain 7 years, provided a satisfactory audit has been completed.	
20.30	Fiscal, Food Service Records (g) Policies and Memoranda	Retain 3 years if no informational or evidential value.	
20.31	Fiscal, Food Service Records (h) Reimbursement Claims	Retain 7 years, provided a satisfactory audit has been completed.	
20.32	Fiscal, Invoice Warrant	Retain until completion of satisfactory audit.	
20.33	Fiscal, Ledger, Agency and Trust Accounts	Retain 10 years.	
20.34	Fiscal, Ledger, Appropriation	Retain 10 years.	
20.35	Fiscal, Ledger, General	Retain 10 years.	
20.36	Fiscal, Reimbursement Claims	Retain 7 years, provided a satisfactory audit has been completed.	
20.37	Fiscal, School Aid Records	Retain until completion of satisfactory audit.	603 CMR 10.03-10.19
20.38	Fiscal, Supporting Cost, Allocation and Computation	Retain until completion of satisfactory audit.	
20.39	Payroll, Fiscal, Blue Cross, Reports to	Retain 3 years.	
20.40	Payroll, Payroll, Substitute Teacher Attendance Report	Retain until completion of satisfactory audit.	
20.41	Payroll, Retirement Ledgers	Permanent.	c. 32 s. 20
20.42	Payroll, Substitute Teacher Employment Applications	Retain 3 years after termination of employment.	
20.43	Payroll, Tax Exemption Certificate	Retain 5 years or until administrative use ceases, whichever is later.	
20.44	Payroll, Tuberculosis; Report of School Personnel, Freedom from	Retain 3 years upon reverification.	c. 71 s. 55B
20.45	Payroll, Vacancy, Posting of Teaching	Retain 3 years.	
20.46	Payroll, Weekly, Biweekly or Monthly Payroll	Retain until completion of satisfactory audit, provided recorded elsewhere in a summary record.	
20.47	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
21.01	Administration, Annual Report	Retain until completion of satisfactory audit.	c. 98 ss. 34, 35, 36, 37
21.02	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
21.03	Administration, Field Book - Sealing and Adjustment Record	Retain until completion of satisfactory audit.	c. 98 ss. 25, 34, 35, 36, 41, 42, 43
21.04	Administration, Office Record and Ledger	Permanent.	c. 98 ss. 34, 35, 36
21.05	Administration, Receipts from Treasurer	Retain until completion of satisfactory audit.	c. 98 ss. 34, 35, 36
21.06	Field Records, Adjustments - Sealing - Not Sealed - Condemnations (Field Card)	Retain 3 years beyond date of last entry.	c. 98 s. 42
21.07	Field Records, Commodities Reweighing Record	Retain 3 years.	c. 98 s. 34
21.08	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
21.09	Field Records, Fuel Delivery Inspection	Retain 3 years.	c. 94 ss. 303F, 245
21.10	Field Records, Hawkers and Peddlers Inspection	Retain 3 years.	c. 101 s. 27
21.11	Field Records, Merchants Equipment Record	Retain 3 years beyond date of last entry.	
21.12	Field Records, Meter Test Record (Sealing or Retest)	Retain 3 years.	c. 98 s. 42
21.13	Field Records, Petroleum Delivery Inspection Record	Retain 3 years.	c. 98 s. 34
21.14	Field Records, Summary of Trial Weighing	Retain 1 year.	
21.15	Field Records, Summary Record of Field Inspections and Tests Made	Retain 1 year.	
21.16	Field Records, Tank Truck Calibration Record	Retain 1 year beyond discontinuance of apparatus.	c. 98 s. 42
21.17	Field Records, Taxi Inspection	Retain 3 years.	c. 98 ss. 42, 45
21.18	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
22.01	Accounts and Receipts of Collector	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 60 s. 94
22.02	Administration, Appeal to Appellate Tax Board (ATB); retention after final settlement.	Retain 3 years.	c. 59 s. 7
22.03	Administration, Appointment Certificate; retention after termination of appointment.	Retain 3 years.	c. 41 s. 23C
22.04	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
22.05	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
22.06	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
22.07	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
22.08	Administration, Civil Service Forms	Permanent.	
22.09	Administration, Employment Applications (a) hired employee.	Permanent.	
22.10	Administration, Employment Applications (b) unhired.	Retain 3 years.	
22.11	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
22.12	Administration, Schedule of Departmental Bills Payable	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 41 s. 51
22.13	Administration, Special Town Meeting Petitions	Permanent.	c. 39 s. 10
22.14	Administration, Treasury Warrants	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 41 s. 60
22.15	Animal Control, Complaint against vicious or barking dog	Retain 5 years.	c. 140 s. 157
22.16	Animal Control, Warrant returned from police officer, constable and/or dog officer	Retain 5 years.	c. 140 s. 152
22.17	Animal Control, Warrant to police officer, constable and/or dog officer	Retain 5 years.	c. 140 s. 153
22.18	Boundary Records, Boundary Triangulation Points (as determined by State D.P.W.)	Permanent.	c. 42 s. 9
22.19	Boundary Records, Descriptions of Obliterated Town Markers	Permanent.	c. 42 s. 10
22.20	Boundary Records, Perambulation Records	Permanent.	c. 42 s. 2 (as amended by c. 231 Acts of 1973)
22.21	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
22.22	Boundary Records, Proposal for Boundary Change	Permanent.	c. 42 s. 7
22.23	Boundary Records, Ratification and Acceptance of Boundary Change by General Court	Permanent.	c. 42 s. 7
22.24	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
22.25	Education, Regional School District Annual Report	Permanent.	c. 71 s. 16
22.26	Education, Regional School District Organization Proposal	Permanent.	c. 71 s. 15
22.27	Education, Regional School District Planning Board Report	Permanent.	c. 71 s. 15
22.28	Elections, Education, Notice of Vacancy in General Court	Retain 1 year from filling of vacancy.	c. 54 s. 141
22.29	Elections, Notice of Vacancy in County Office	Retain 1 year from filling of vacancy.	c. 54 ss. 143, 144
22.30	Elections, Notice of Vacancy in Municipal, County or State Office Caused by Retirement	Retain 1 year from filling of vacancy.	c. 50 s. 6A
22.31	Employment Service Record	Retain 20 years following termination of employment.	
22.32	General, Deeds/Leases	Permanent.	
22.33	General, Jury Service Questionnaire	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 234 s. 4
22.34	General, Notice of Strike or Lockout	Retain 5 years.	c. 150 s. 3
22.35	General, Report of Insurance Commissioner Relating to Retirement Board	Permanent.	c. 32 s. 21
22.36	General, Report of Insurance Commissioner Relating to Weighing and Measuring	Permanent.	c. 32 s. 32
22.37	General, Report of Violations Relating to Weighing and Measuring	Permanent.	c. 92 s. 32
22.38	Licenses and Permits, Application for License (a) License Granted	Retain 3 years past duration of license.	
22.39	Licenses and Permits, Application for License (b) License Denied	Retain 3 years.	
22.40	Licenses and Permits, Application for Permit (a) License Granted	Retain 3 years past duration of license.	
22.41	Licenses and Permits, Application for Permit (b) License Denied	Retain 3 years.	
22.42	Licenses, Alcoholic Beverages, Application for License	Permanent.	c. 138 s. 15A
22.43	Licenses, Alcoholic Beverages, Application for Transfer of License	Permanent.	c. 138 s. 15A
22.44	Licenses, Alcoholic Beverages, Change of Location or Manager Position	Permanent.	c. 138 s. 15A
22.45	Licenses, Alcoholic Beverages, Club License	Retain 7 years after termination.	c. 138 s. 12
22.46	Licenses, Alcoholic Beverages, Common Victualer License	Retain 7 years after termination.	c. 138 s. 12
22.47	Licenses, Alcoholic Beverages, Letter of Approval to ABCC	Permanent.	c. 6 s. 44
22.48	Licenses, Alcoholic Beverages, Retail Package Goods License	Retain 7 years after termination.	c. 138 s. 15
22.49	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
23.01	Catch Reports (Daily or Monthly)	Retain 1 year following filing of annual report to Division of Marine Fisheries (DMF).	
23.02	Closure, Notices of	Retain 3 years following reopening of area.	c. 130 ss. 53, 54, 74, 74A, 75, c. 260 s. 4
23.03	License and Permit Stubs and Duplicates	Retain 1 year following satisfactory completion of audit.	c. 130 ss. 52, 53
23.04	License Applications	Retain 1 year following expiration, provided satisfactory audit has been completed.	c. 130 ss. 52, 53
23.05	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
23.06	Predator Control Permits and Reports	Retain 5 years.	50 CFR 13.46, 21.41
23.07	Purification Plant, Reports of Transport of Shellfish to	Retain 3 years.	c. 130 s. 75, 322 CMR 10.07(5), c. 260 s. 4
23.08	Relay Permits	Retain 1 year following reopening of area.	c. 130 s. 75
23.09	Seed Permits	Retain 1 year following expiration.	c. 130 s. 69
23.10	Shellfish Conservation and Management Plan	Retain until superseded.	c. 130 s. 75
23.11	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
24.01	Bills Receivable, Schedules of. Form AD 34, 35	Retain until completion of satisfactory audit.	c. 41 s. 35
24.02	Bonds, Performance, Assistant Treasurer	Retain 7 years from expiration date.	c. 41 s. 39A
24.03	Bonds, Performance, Temporary Officer (C)	Retain 7 years from expiration date.	c. 41 s. 61A
24.04	Bonds, Performance, Temporary Officer (T)	Retain 7 years from expiration date.	c. 41 s. 40
24.05	Bonds, Performance, Treasurer	Retain 7 years from expiration date.	c. 41 ss. 35, 44, 46
24.06	Bonds, Performance, Treasurer to Comm. on Children's Health Camps	Retain 7 years from expiration date.	c. 111 ss. 62C, 62D
24.07	Cash Books	Permanent.	
24.08	Collector's Payments to Treasurer, Schedule of. Form AD 7, 8, 397	Retain until completion of satisfactory audit.	c. 60 s. 2
24.09	Departmental Payments to Treasurer, Schedule of. Form AD 9, 10	Retain until completion of satisfactory audit.	c. 41 s. 35
24.10	Deposit Books	Retain until reconciliation of appropriate bank statement or statements.	c. 44 s. 23
24.11	Disallowance, Notices of	Retain 6 years.	c. 41, s. 52
24.12	Dog Licenses, Monthly Return of. Form DL6	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 140 s. 147
24.13	Dog Licenses, Record of Payment for	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 140 s. 149
24.14	Earning Records, Employees	Permanent.	
24.15	Fines and Forfeitures (from Superior Court), Certificates of	Retain until completion of satisfactory audit.	c. 280 s. 7
24.16	Laws, Published (from State Secretary)	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 5 s. 3
24.17	Loans, Bond Certificates and Coupons, Cancelled	Retain 7 years after debt retired, provided a satisfactory audit has been completed.	c. 41 s. 57
24.18	Loans, Borrowing, Report on	Retain 7 years, provided a satisfactory audit has been completed.	c. 44 s. 28
24.19	Loans, Debt Records	Permanent.	c. 44 s. 23
24.20	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
24.21	Loans, Payment of Notes, Report to Director Concerning	Retain 7 years, provided a satisfactory audit has been completed.	c. 44 s. 25
24.22	Process, Service of	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	c. 223 s. 37
24.23	Public Welfare Lien, Certificate for Discharge of. Form 490	Permanent.	ch. 885 s. 28, acts of 1969
24.24	Receipts, Schedule of. Form AD11	Retain until completion of satisfactory audit.	c. 41 ss. 35, 50
24.25	Retirement Records	Permanent.	c. 32 s. 23
24.26	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
24.27	Tax Exemption Certificates (M-4; W-4; 4-E)	Retain 5 years or until administrative use ceases, whichever is later.	
24.28	Tax Titles, Account (with Betterment Assessments). Form 48B	Permanent.	c. 60 s. 50
24.29	Tax Titles, Account (without Betterment Assessments). Form 48A	Permanent.	c. 60 s. 50
24.30	Tax Titles, Account. Form 410	Permanent.	c. 60 s. 50
24.31	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
24.32	Tax Titles, Assignment, Instrument of. Form 431	Permanent.	c. 60 s. 52
24.33	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
24.34	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
24.35	Tax Titles, Deed - Insufficient Bid. Form 324	Permanent.	c. 60 ss. 48, 50
24.36	Tax Titles, Deed to Municipality - Land of Low Value. Form 475	Permanent.	c. 60 ss. 79, 80
24.37	Tax Titles, Deed to Person - Land of Low Value. Form 474	Permanent.	c. 60 s. 79
24.38	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
24.39	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
24.40	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
24.41	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.)
24.42	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
24.43	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
24.44	Tax Titles, Residence, Statement of	Permanent.	c. 60 s. 47
24.45	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
24.46	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
24.47	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
24.48	Tax Titles, Taking, Instrument of. Form 301	Permanent.	c. 60 ss. 53, 54
24.49	Tax Withholding Statements. Form W-2, M-2	Retain 5 years, provided a satisfactory audit has been completed.	c. 162B
24.50	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
24.51	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
25.01	Administration, Audit of Monthly Report. Form VS-7	Retain 7 years.	
25.02	Administration, Individual Payment Ledgers to Recipient; retention after reimbursement by state.	Retain until administrative use ceases. Permission from Supervisor not required for destruction.	
25.03	Administration, Monthly Reports to Commissioner. Form VS-5 and VS-6	Retain 7 years.	c. 115 s. 6
25.04	Burial Records, Affidavit Relative to Burial of Veterans	Retain until information is transferred onto "Grave Registration Card."	c. 115 s. 8
25.05	Burial Records, Application for Burial Expense (VS-9)	Retain until receipt of "Return of Expense for Burial."	c. 115 s. 8
25.06	Burial Records, Death Report	Retain until information is transferred onto "Grave Registration Card."	
25.07	Burial Records, Grave Registration Card	Permanent.	c. 115 s. 9
25.08	Burial Records, Return of Expense for Burial	Retain 7 years, or completion of satisfactory audit, whichever is later.	c. 115 s. 8
25.09	Case History File, Adjutant. Form AGO-10	Permanent.	c. 115 s. 5
25.10	Case History File, Armed Forces Discharge Papers	Permanent.	c. 115 ss. 3, 3A
25.11	Case History File, Assignment, Discharge of	Retain until reconciliation of Entire Case History File.	c. 115 s. 5
25.12	Case History File, Assignment, Form of	Retain until reconciliation of Entire Case History File.	c. 115 s. 5
25.13	Case History File, Assignment, Notice of	Retain until reconciliation of Entire Case History File.	c. 115 s. 5
25.14	Case History File, Assignment, Partial Discharge of	Retain until reconciliation of Entire Case History File.	c. 115 s. 5
25.15	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
25.16	Case History File, Entire Case History File	Retain 20 years after last assistance granted, provided no indications of dependent claims in the future.	
25.17	Case History File, Income Report of Household Members	Retain until termination of case.	
25.18	Case History File, Lien, Certificate of. Form VS-25	Retain until reconciliation of Entire Case History File.	c. 115 s. 5A
25.19	Case History File, Lien, Discharge of. Form VS-26	Retain until reconciliation of Entire Case History File.	c. 115 s. 5A
25.20	Case History File, Lien, Subordination Agreement. Form VS-12	Retain until reconciliation of Entire Case History File.	c. 115 s. 5A
25.21	Case History File, Medical Report	Retain until termination of case.	
25.22	Case History File, Order for Emergency Supplies (Food Order Book)	Retain until termination of case.	
25.23	Case History File, Paid Medical Insurance Premiums	Retain until monthly audit or on destruction of VS-21A.	
25.24	Case History File, Proof of Dependence i.e., Birth and Marriage Certificates, Divorce and Adoption Papers	Retain until reconciliation of Entire Case History File.	
25.25	Case History File, Unemployment Compensation Report (DES Inquiry)	Retain until termination of case.	
25.26	Case History File, Veterans' Benefits, Application of. Form VS-1	Retain until reconciliation of Entire Case History File.	c. 115 s. 2, 4, 5
25.27	Case History File, Veterans' Benefits, Recommendation. Form VS-21A	Retain until completion of satisfactory audit.	c. 115 s. 2, 4, 5
25.28	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, s. 8, and c. 30, s. 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, ss. 56 (1990 ed.) (mandating the retention of written meeting minutes and noting which items must be reflected in such minutes); G. L. c. 66, ss. 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, ss. 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, s. 8, and c. 30, s. 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, s. 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, s. 23B (1990 ed.); G. L. c. 34, s. 34, s. 9G (1990 ed.); G. L. c. 30A, s. 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, s. 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, ss. 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, s. 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, ss 3-4; also, Executive Order 293); secure and preserve records (see: G. L. c. 66, ss 8-9, 11-12); provide public access to records (see: G. L. c. 4, s. 7, cl. 26; c. 66, s. 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, s. 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, s. 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, s. 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, s. 7, cl. 26; c. 66, s. 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.



# **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 s. 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 reshelfed. 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 reshelfing. 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.

Series Number	Description of Record
	<b>Retain Until Administrative Use Ceases</b>
22.01	Accounts and Receipts of Collector
21.02	Administration, Certification of Sealer's Equipment; retention after retesting and renewal.
25.02	Administration, Individual Payment Ledgers to Recipient; retention after reimbursement by state.
22.11	Administration, Rules for Police Stations, Lock-ups, Jails, etc.; retention until superseded.
22.12	Administration, Schedule of Departmental Bills Payable
20.13	Administration, Teaching Schedules
22.14	Administration, Treasury Warrants
04.06	Alphabetical File
17.01	Application for a Library Card
02.06	Appropriations, Table of Estimated
22.24	Boundary Records, Receipts for registered notices to contiguous towns.
12.19	Box Alarm Record
01.013	Budget Estimates
04.14	Building Permits
07.023	Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (b) Records from 1920-1958
17.03	Circulation Records
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.
04.21	Deed and Title Abstracts
09.07	Determination, Withdrawal of Request for
01.030	Expenditures (estimated)
17.05	Fine Payment Request Form
11.14	Flow Test Records
12.39	Fuel Oil Record
22.33	General, Jury Service Questionnaire
04.32	Geographic (Street) File
10.07	Informational Memoranda (from EOEA)
12.41	Inoperative Hydrant Report (Hydrant Trouble Report)
11.20	Journal Vouchers (Departmental)
07.076	Jury List
04.34	Land Court Records
02.18	Laws, State
12.43	No Loss Report
09.12	Notice of Exemption (Obsolete)
11.22	Operators Daily Reports
01.073	Payroll Sheets (Departmental)
01.096	Personnel, Payroll Deduction Reports
12.59	Preventive Maintenance Check-list
04.50	Probate Records
09.16	Program Information (Community Activities, Camping Applications, etc.)
07.099	Public Market, Petition for
12.60	Receipt form Treasurer

Series Number	Description of Record
01.117	Receipts (estimated annual)
04.57	Reference Files (including Manuals and Text Books)
04.62	Sales Questionnaires
16.66	Schedule of Departmental Payments to Treasurer
05.35	Screening, Records of (including tuberculosis, lead poisoning, and related testing programs) (b) Negative Test
13.27	Site Plan Review Recommendations
13.28	Subdivision Control Recommendations
12.63	Tape Record From Fire Alarm Circuit
02.31	Taxation, Notice of Amount to be Raised by
02.35	Trail Balance Book
01.128	Vendor List
11.38	Water Pressure Records
	<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</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>3 Months After Activity</b>
01.122	Recordings of Meetings (made for replay): Includes audio and video recordings of meetings made for the purpose of providing access to persons unable to attend meetings.
	<b>1 Years After Activity</b>
01.001	Abutters List; retention after supercession and 20 day appeal period.
19.01	Accidental Death Records; retention after exhaustion of benefits and completion of satisfactory audit.
20.01	Administration, Annual Notice to Public (Legal)
12.02	Apparatus Inspection Report
12.03	Application for Installation of Fire Alarm System; retention after satisfactory filing of Certificate of Completion.
12.04	Application for Permit to Install/Alter Fuel-oil Burning Equipment
12.05	Application/Permit for Open-air Fires
03.01	Applications (a) Appeals
15.01	Applications (a) Special Permit
03.02	Applications (b) Comprehensive Permits
15.02	Applications (b) Subdivision Control Not Required
03.03	Applications (c) Special Permits
15.03	Applications (c) Subdivision (Preliminary)
15.04	Applications (d) Subdivision (Definitive)
03.04	Applications (d) Variances
13.01	Applications for Certificates (a) Appropriateness
13.02	Applications for Certificates (b) Nonapplicability
13.03	Applications for Certificates (c) Hardship
01.006	Audio Tapes, Hearings
12.20	Box Test Record
05.04	Building Report - Animal Inspector to Director
11.08	Catch Basin Cleaning Report
23.01	Catch Reports (Daily or Monthly)

Series Number	Description of Record
23.01	Catch Reports (Daily or Monthly)
07.014	Census, Annual Town
13.07	Certificates (a) Appropriateness
13.08	Certificates (b) Nonapplicability
13.09	Certificates (c) Hardship
07.016	Charters, Adoption, Petition of
07.018	Charters, Nomination Papers
07.021	Charters, Receipts and Expenditures, Account of
16.16	Cruiser Maintenance Report
15.05	Decisions (a) Special Permit
15.06	Decisions (b) Subdivision Control Not Required
15.07	Decisions (c) Subdivision (Preliminary)
15.08	Decisions (d) Subdivision (Definitive)
03.06	Decisions on (a) Appeals
03.07	Decisions on (b) Comprehensive Permits
03.08	Decisions on (c) Special Permits
03.09	Decisions on (d) Variances
03.10	Decisions on (e) Decisions of Zoning Administrator
13.10	Decisions, Demolition Delay
13.11	Demolition statement
05.15	Dental Examination Records
09.06	Determination of Applicability, Request for
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
22.28	Elections, Education, Notice of Vacancy in General Court
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
22.29	Elections, Notice of Vacancy in County Office
22.30	Elections, Notice of Vacancy in Municipal, County or State Office Caused by Retirement
11.12	Employee Time Sheet
01.028	Equipment Maintenance and Repair Records
10.04	Equipment Maintenance and Repair Records
01.029	Equipment Warranties
07.073	Federal Tax Liens (including Certificates of Discharge, Release)
21.14	Field Records, Summary of Trial Weighing
21.15	Field Records, Summary Record of Field Inspections and Tests Made
21.16	Field Records, Tank Truck Calibration Record
21.18	Field Records, Unit Pricing Inspection
12.31	Final Building Inspection Report
12.33	Fire Alarm Circuit Tests, Record of
12.35	Fire Hose Record
05.17	Food Establishments and Bakeries, Floor Plans of
11.15	Foreman's Daily Reports - Hired Equipment
05.18	Health Assessments
12.40	Hydrant Cards
16.42	Juror Investigation Report
23.03	License and Permit Stubs and Duplicates
23.03	License and Permit Stubs and Duplicates
23.04	License Applications

Series Number	Description of Record
23.04	License Applications
01.035	Licenses and Permits, Applications for
01.054	Licenses and Permits, Mobile Home Parks
10.11	Meals on Wheels Delivery Records
10.12	Meals on Wheels Payment Books
01.070	Meeting Notices
13.17	Modification of Application
13.18	Modification of Recommendations
16.52	Motor Vehicle Citation
16.53	Motor Vehicle Citation Sheet
04.39	Municipal Liens and Releases
13.20	Nominations for National Register (b) Unaccepted Nominations
23.05	Noncriminal Violation Citations
23.05	Noncriminal Violation Citations
03.11	Notice For Public Hearings (a) Appeals
15.10	Notice for Public hearings (a) Special Permits.
03.12	Notice For Public Hearings (b) Comprehensive Permits
15.11	Notice for Public hearings (b) Subdivisions
03.13	Notice For Public Hearings (c) Special Permits
15.12	Notice for Public hearings (c) Zoning Changes
03.14	Notice For Public Hearings (d) Variances
11.21	Notice of Intent
06.23	Notices (d) Violation
12.47	Notification of Intent to Use Salamander
12.52	Notification of Violation of Fire Laws
05.26	Nuisance, Notice/Order to Abate
04.47	Owners Unknown, Request for Approval to Assess to
12.56	Permit to Install/Alter Fuel-oil Burning Equipment
16.56	Permits/Applications (Sunday work, etc.)
01.076	Personnel, (b) Employment Applications (Unhired)
01.090	Personnel, Earning Reports
01.097	Personnel, Payroll, Quarterly Reports
01.102	Personnel, Tax Exemption Certificates
01.103	Personnel, Tax Withholding Statements
01.105	Personnel, Training Report for Individual Employees
16.57	Premises Inspected Slips
16.58	Prisoner Property Slip
13.22	Public Hearing Waiver Notification
13.23	Public Hearing Waiver Requests
07.100	Public Ways, Appeal, Notice of (Change in Name of Public Way)
18.03	Purchase Logs
18.06	Receiving Slips
11.28	Record of Vehicles
16.62	Recordings of Phone Calls (911 etc.)
23.08	Relay Permits
23.08	Relay Permits
01.123	Reserve Fund Transfer (RFT) Request
06.30	Retired Vehicle Records
05.34	Screening, Records of (including tuberculosis, lead poisoning, and related testing programs) (a) Positive Test
23.09	Seed Permits
23.09	Seed Permits
07.115	State Tax Liens
15.16	Subdivision Files (a) Preliminary
04.72	Tax Deferral Files
07.119	Tenement Housing, Owner, Notice of

Series Number	Description of Record
10.20	Van Trip Reports
05.43	Veterans, Affidavit Relative to Burial
11.36	Water and Sewer Payments
	<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>
04.01	Abatement under c. 58 s. 8 Assessors' Request for Authorization and Commissioner's Determination; retention following satisfactory audit and completion of all appeals.
04.02	Abatement, Applications for. Form 126, 127, 128, 129; retention following satisfactory audit and completion of all appeals.
04.03	Abatement, Certificates of. Form 146, 146B, 147; retention following satisfactory audit and completion of all appeals.
04.04	Abatements, Card Files of
22.02	Administration, Appeal to Appellate Tax Board (ATB); retention after final settlement.
22.03	Administration, Appointment Certificate; retention after termination of appointment.
22.10	Administration, Employment Applications (b) unhired.
20.04	Administration, Extended School Year Plan Records
04.08	Appellate Tax Board (ATB) case files (including all relevant documentation, Petition under Formal Procedure and Petition under Informal Procedure); retention after final settlement.
04.09	Application for Excise on Farm Animals, Machinery and Equipment. Form FAE-ME
14.02	Application for License and/or Permits Other Than Alcoholic and Liquor Beverage, licenses granted and denied.
12.08	Application/Permit to Conduct Supervised Display of Fireworks; retention after issuance.
12.09	Application/Permit to Conduct Supervised Firing of Canon; retention after issuance.
12.11	Application/Permit to Disconnect, Shut Off, Remove, etc., Sprinkler or Fire-sensing Device; retention after satisfactory completion of work.
12.12	Application/Permit to Handle, Store, Sell, Buy, Transport or Ignite Model Rockets or Rocket Engines; retention after expiration of permit.
12.15	Application/Permit to Manufacture Fireworks
12.16	Application/Permit to Operate Lumberyard
12.17	Application/Permit to Remove Underground Flammable Tank
10.01	Applications for Programs
12.18	Authorized Leave Report
01.010	Bids for Contracts (a) Where no contract is awarded
13.05	Bids for Contracts (a) Where no contract is awarded
16.09	Cell Monitoring Reports
10.02	Client Referrals
10.03	Clinic Attendance Tally Sheets
23.02	Closure, Notices of
23.02	Closure, Notices of
05.08	Communicable Disease History Sheet
01.020	Correspondence (b) General Administrative: General correspondence associated with administrative practices but does not create policy or procedure.
16.15	Criminal Offender Record Information Request Form
16.21	E-911 Call Detail Record
19.22	Elections, Appeals to Board of Election Officer's Decision
19.23	Elections, Ballots (including Disqualified and Absentee)
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

Series Number	Description of Record
07.043	Elections, Central Voter Registration System Final Notice of Removal - Federal office candidates
07.049	Elections, Initiative Petition (Local Election) - Federal
19.24	Elections, Nomination Papers
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
19.25	Elections, Notice of Election
19.26	Elections, Notification of Election Results
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
06.11	Elevator and Escalator Inspection Records (b) Specifications
04.24	Equalized Valuation LA-3 Status Report
16.25	Evidence Control Form
04.27	Exemptions for Charitable Organizations, Application Files (includes 3ABC and Annual Reports)
04.29	Exemptions, Card Files of
21.06	Field Records, Adjustments - Sealing - Not Sealed - Condemnations (Field Card)
21.07	Field Records, Commodities Reweighing Record
21.08	Field Records, Field Inspections and Test (Markings - Licenses - Systems - Certificates)
21.09	Field Records, Fuel Delivery Inspection
21.10	Field Records, Hawkers and Peddlers Inspection
21.11	Field Records, Merchants Equipment Record
21.12	Field Records, Meter Test Record (Sealing or Retest)
21.13	Field Records, Petroleum Delivery Inspection Record
21.17	Field Records, Taxi Inspection
20.24	Fiscal, Food Service Records (a) Breakfast Program Records
20.25	Fiscal, Food Service Records (b) Commodity Distribution Program Records
20.26	Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records
20.27	Fiscal, Food Service Records (d) Lunch Program Records
20.28	Fiscal, Food Service Records (e) Milk Program Records
20.30	Fiscal, Food Service Records (g) Policies and Memoranda
04.31	Forms of List. Form 2, 2HF
16.31	Found Property Form
16.33	Incident Report (Miscellaneous non-criminal investigation)
01.031	Incident Reports
04.33	Income and Expense Statements
10.08	Intake Reports (Client Case Files)
07.075	Inventory and Bond ("Closing Out" and similar sale)
10.09	Kitchen Audits
22.38	Licenses and Permits, Application for License (a) License Granted
22.39	Licenses and Permits, Application for License (b) License Denied
22.40	Licenses and Permits, Application for Permit (a) License Granted
22.41	Licenses and Permits, Application for Permit (b) License Denied
19.41	Membership Files, Disclosure of Member Information Records
16.45	Missing Person Report
10.13	Monthly Statistics
16.46	Motor Vehicle Accident Reports (a) Operator's Report (investigation or no investigation)
16.50	Motor Vehicle Accident Reports (e) Property Damage
16.51	Motor Vehicle Accident Reports (f) Investigating Officer's Report
16.54	Motor Vehicle Inventory Form
08.16	Municipal Lien Certificate Stubs. Form 290



Series Number	Description of Record
08.17	Municipal Lien, Renunciation of Rights under Statement to Continue. Form 291
08.18	Municipal Lien, Statement Filed to Continue. Form 291
12.48	Notification of Leak, Spill, Rupture, Overflow, etc. , of Flammable Liquids
10.14	Outreach Reports
10.15	Participant Directories
20.39	Payroll, Fiscal, Blue Cross, Reports to
20.42	Payroll, Substitute Teacher Employment Applications
20.44	Payroll, Tuberculosis; Report of School Personnel, Freedom from
20.45	Payroll, Vacancy, Posting of Teaching
01.079	Personnel, Accident Report Forms
01.081	Personnel, Accident Reports (b) Property Damage
01.084	Personnel, Authorized Leave Report
01.088	Personnel, Daily Assignment Sheets
01.089	Personnel, Drill Reports
01.092	Personnel, Group Insurance Reports (Blue Cross etc.)
01.094	Personnel, Leave Reports (Authorized)
01.095	Personnel, Overtime Reports
01.101	Personnel, Sick Leave Reports
01.104	Personnel, Time Sheets
01.106	Personnel, Vacation Report
10.16	Position Descriptions (including Volunteer Position Descriptions)
04.53	Property Sales Report. Form LA 3
16.60	Protective Custody Report (All)
01.112	Public Records Request Form
23.07	Purification Plant, Reports of Transport of Shellfish to
23.07	Purification Plant, Reports of Transport of Shellfish to
16.61	Radar Log
04.58	Refusal to Abate Property Tax, Notice of. Form 135, 135E, 136
04.61	Return to Assessors, Boats Ships and Vessels. Form 2BE-1
16.65	Roll Call Report
06.31	Sick Leave Reports
11.32	Sick Leave Reports
16.67	Stolen Goods Report
16.68	Stolen Vehicle Report
10.18	Surveys of Services
10.19	Time Sheets
16.71	Unclaimed Property, Notice of Sale
	<b>4 Years After Activity</b>
16.11	Civilian Complaints, no specific officers named
	<b>5 Years After Activity</b>
20.03	Administration, Evidence Teaching Credentials; retention after termination of employment
04.07	Amended Tax Base Growth Summary (including Tax Base Growth Parcel Listing). Form LA-13A
22.15	Animal Control, Complaint against vicious or barking dog
22.16	Animal Control, Warrant returned from police officer, constable and/or dog officer
22.17	Animal Control, Warrant to police officer, constable and/or dog officer
04.10	Assessment/Classification Report. Form LA-4
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
12.22	Certificate of Approval of Flameproof Decorations
12.23	Certificate of Completion of Installation of (Solid Fuel) Fuel-oil Burning Equipment
12.25	Certificate of Flame proofing of an Impermanent Nature

Series Number	Description of Record
16.13	Civilian Complaints, unsubstantiated
01.021	Correspondence (c) Policy Development: Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters.
08.14	Deputy Collector, Application for Appointment. Form 262
07.059	Elections, Party Enrollment
07.060	Elections, Political Committee, List of Officers and Members of (City, Ward, Town)
04.25	Estimated Growth Report
20.23	Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)
22.34	General, Notice of Strike or Lockout
20.43	Payroll, Tax Exemption Certificate
01.107	Personnel, Weekly Personnel Report
23.06	Predator Control Permits and Reports
23.06	Predator Control Permits and Reports
07.102	Public Ways, Injury, Notice of
05.33	School Health Records
04.68	State-owned Land, Commissioner's Notification to Assessors of his Determination of Value of
04.69	State-owned Land, Request from Commissioner for Assessors to Notify of Assessed Value of
04.70	Tax Base Growth Summary (including all supporting documentation). Form LA-13
<b>6 Years After Activity</b>	
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
<b>7 Years After Activity</b>	
19.04	Administration and Finance, Amount to be Paid to Pension Fund, Actuary's Notification
19.05	Administration and Finance, Amount to be Paid to Pension Fund, Certification to Mayor or Selectmen and Disbursing Officer
19.06	Administration and Finance, Annual Report, Request for Filing Extension
19.07	Administration and Finance, Bonds of Fiduciaries; retention after expiration of bond.
19.08	Administration and Finance, Cash Book
19.11	Administration and Finance, Investment Control Cards; retention following maturation or divestment of investment.
19.12	Administration and Finance, Listing of Disabled Members Who Have Not Filed an Annual Statement of Earnings
19.13	Administration and Finance, Receipts for Administrative Expenses
19.14	Administration and Finance, Requests for Reimbursement for COLA and Statutorily Mandated Benefit Increases
19.16	Administration and Finance, Tax Withholding Statement (W2-P)
19.17	Administration and Finance, Trial Balance Book
19.18	Administration and Finance, Warrants (Payments to Retirees and Beneficiaries and Refunds to Members Leaving Service)
22.04	Administration, Appropriation forms for the payment of unpaid bills of previous years (a) Certificate of Order; retention after completion of satisfactory audit.
22.05	Administration, Appropriation forms for the payment of unpaid bills of previous years (b) Certificate of Delivery; retention after completion of satisfactory audit.
22.06	Administration, Appropriation forms for the payment of unpaid bills of previous years (c) Certificate of Receipt; retention after completion of satisfactory audit.
22.07	Administration, Appropriation forms for the payment of unpaid bills of previous years (d) Certificate of Services Rendered; retention after completion of satisfactory audit.
25.01	Administration, Audit of Monthly Report. Form VS-7
25.03	Administration, Monthly Reports to Commissioner. Form VS-5 and VS-6
20.11	Administration, School, Condition of, Annual Report
12.01	Ambulance Calls Report

Series Number	Description of Record
16.01	Ambulance Calls Report
06.02	Application for Permits (b) Electrical Wiring; record all permits in permanent log.
06.03	Application for Permits (c) Elevator and Escalator; record all permits in permanent log.
06.05	Application for Permits (e) Gas Fitting; record all permits in permanent log.
06.06	Application for Permits (f) Plumbing Work; record all permits in permanent log.
12.06	Application/Permit for the Keeping and Storage of Explosives; retention after expiration of permit.
12.07	Application/Permit for the Use and Handling of Explosives; retention after expiration of permit.
12.13	Application/Permit to Install Special Extinguishment System; retention after completion of installation.
07.001	Assignment, Creditors, Benefit of
07.005	Bonds, City/Town Clerk
07.008	Bonds, Performance
08.05	Bonds, performance, Deputy Collector
08.06	Bonds, performance, Special Collector
08.07	Bonds, performance. Collector
25.08	Burial Records, Return of Expense for Burial
12.24	Certificate of Completion of the Installation of Fire Alarm System
01.015	Check Registers
01.016	Checks, cancelled
16.12	Civilian Complaints, substantiated
07.026	Claims of Payment
07.028	Conflict of Interest Statements
05.12	Contacts with Living Patients
16.14	Controlled Substance Seizure Report (no arrest or warrant)
04.18	Cooperative Assessing Agreement
02.14	Debt Record. Form AD 14
07.029	Debt, Statements of, Public Works, Labor and Material used in
07.030	Debt, Statements of, Railroad, Work performed for
05.13	Deceased Contacts, Records of
05.14	Deceased Patients, Records of
16.18	Disciplinary Case Files, resulting from administrative reprimand
16.19	Disciplinary Case Files, resulting from civilian complaint
16.20	Dog Bite Investigation Report
06.10	Elevator and Escalator Inspection Records (a) Plans for Installation or Alteration
06.15	Elevator and Escalator Inspection Records (f) Reports as to Unsafe Conditions and Accidents; Accident Reports; Receipts for Accident Reports
18.01	Emergency Procurement Files
06.16	Equipment Records
20.14	Fiscal, Annual Audit of the Accounts of the Regional School District Committee
20.17	Fiscal, Bond Coupons
20.20	Fiscal, Bus Vouchers
20.29	Fiscal, Food Service Records (f) Paid Invoices
20.31	Fiscal, Food Service Records (h) Reimbursement Claims
20.36	Fiscal, Reimbursement Claims
10.05	Grant Files (Successful Applications)
05.19	Immunization, Records of (excluding Influenza, see below)
05.21	Influenza Immunization, Records of
01.032	Insurance Policies
16.34	Internal Investigation Case Files
16.39	Investigation Report of all crimes except Murder and those covered by c. 265, s. 17, 18, 19, 21 (no arrest or warrant)
19.28	Investments, Investment Advisors' Disclosure Statements
19.29	Investments, Invoices Submitted by Investment Managers and Custodians
19.30	Investments, Monthly Report from System's Investment Manager and Custodian
19.31	Investments, Orders to and Brokers Confirmations of Purchases and Sales

Series Number	Description of Record
19.32	Investments, Semiannual Review of Investment Performance and Minutes of Semi-Annual Meeting with Investment Advisor
11.19	Job Cost Ledgers
07.078	Jury Selection List (b) Prospective Juror List
02.22	Ledger, Debt
17.07	Library Improvement Program Files
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
22.45	Licenses, Alcoholic Beverages, Club License
22.46	Licenses, Alcoholic Beverages, Common Victualer License
22.48	Licenses, Alcoholic Beverages, Retail Package Goods License
22.49	Licenses, Tavern License
05.23	Living Contacts of Deceased Patients, Records of
19.35	Membership Files, Assignment Documents
16.48	Motor Vehicle Accident Reports (c) Hit and Run
16.49	Motor Vehicle Accident Reports (d) Personal Injury
06.20	Notices (a) To Affix Street Numbers
06.22	Notices (c) To Cease and Desist Illegal Work
12.46	Notification of Fire and/or Accident Caused by Model Rocket or Rocket Engine
07.083	Performance Certificates
01.080	Personnel, Accident Reports (a) Personal Injury
01.093	Personnel, Individual Training Report
01.099	Personnel, Performance Bonds
01.108	Physician's Accident Report
05.28	Physicians' Orders
06.28	Plans and Specifications (c) Specifications
18.02	Procurement Officer's Delegation of Powers and Duties
18.04	Purchase Order Files (including Vendor's Acknowledgement, Records of Quotations, Purchase Requirements Descriptions)
07.104	Railroads, Notice of Intention to Claim Right of Action for Materials and Labor Furnished to
18.05	Real Property, Acquisition and Disposition Files
05.29	Reports from Hospitals and Clinics
16.64	Reprimands, resulting from civilian complaint
14.23	Retail Package Goods
23.11	Shellfish Grant Files
23.11	Shellfish Grant Files
18.07	Sheltered Market Program Files
06.32	Special Investigation Records
14.28	Specific License Types, Clubs
14.29	Specific License Types, Common Victualers
11.33	Street Openings
18.08	Surplus Supply Disposition Files
14.30	Taverns
02.33	Temporary Officer, Bond for
07.124	Vessel, Statement of Lien on
11.35	Water and Sewer Applications
11.37	Water Consumption Testing Record
11.39	Water Service (a) Journals
11.42	Water Service (d) Rates and Service
	<b>10 Years</b>
04.05	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)

Series Number	Description of Record
01.008	Audit Report
01.008	Audit Report
12.32	Final Fire Report to State Fire Marshal
20.33	Fiscal, Ledger, Agency and Trust Accounts
20.34	Fiscal, Ledger, Appropriation
20.35	Fiscal, Ledger, General
04.30	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)
02.19	Ledger, Appropriation. Form AD 8
02.21	Ledger, Classification. Form ADC 1-48
02.23	Ledger, General. Form AD 3, 7
02.24	Ledger, Retirement
07.114	State Audit (City/Town Accounts)
	<b>11 Years</b>
16.35	Investigation Report (no arrest or warrant) (a) Armed Robbery
16.36	Investigation Report (no arrest or warrant) (b) Assault with a Dangerous Weapon
16.37	Investigation Report (no arrest or warrant) (c) Unarmed Robbery
16.38	Investigation Report (no arrest or warrant). (d) Confining or putting in fear with intent to commit felony
	<b>20 Years After Activity</b>
25.16	Case History File, Entire Case History File
16.22	Employment History Records
22.31	Employment Service Record
17.06	Library Building Program Files
01.075	Personnel, (a) Employment Applications (Hired)
01.078	Personnel, (d) Personnel Files Other than Earning Records
01.082	Personnel, Appointment Certificates
01.083	Personnel, Attendance Report
01.085	Personnel, Civil Service Approvals
01.086	Personnel, Civil Service Forms
01.100	Personnel, Personnel Files
	<b>30 Years</b>
05.16	Direct Patient Care Service, Records of (including Primary Care Center)
05.20	Index Cards
	<b>50 Years</b>
19.27	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</b>
20.44	Payroll, Quarterly Reports
	<b>80 Years</b>
19.34	Membership Files (includes elements of Retirement Benefits Case File but may be treated individually for disposition), Accumulated Total Deductions, Request for Return to Member
19.43	Membership Files, Membership Control Cards
19.46	Membership Files, Notice of Injury from Member and/or Department Head
19.48	Membership Files, Notification to Inactive Members that Interest has Ceased to Accrue
	<b>Duration of Appointment</b>
04.13	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>
06.01	Application for Permits (a) Building; record all permits in permanent log.
06.04	Application for Permits (d) Erect, Alter or Repair; record all permits in permanent log.

Series Number	Description of Record
06.07	Application for Permits (g) Signs; record all permits in permanent log.
06.08	Application for Permits (h) Swimming Pool; record all permits in permanent log.
12.10	Application/Permit to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds
12.14	Application/Permit to Keep, Store, and Use Flammable Liquids, Solids and Gases
06.17	Inspection Certificates (a) Egress
06.18	Inspection Certificates (b) Occupancy
06.21	Notices (b) Building in Dangerous Condition
06.27	Plans and Specifications (b) Plans of Private Dwellings
09.18	Special Formal Agreements (Leases, Licenses, Letters of Understanding for Public to use Conservation Land i.e., to hay a field, etc.)
07.120	Tenement Housing, Plans, Specifications, etc.
06.33	Waiver of Code Regulation
	<b>Retain Until Subsequent Event</b>
13.04	Archaeologist, Reports to State
17.02	Bibliographic Database
01.011	Bids for Contracts (b) Where contract is awarded
13.06	Bids for Contracts (b) Where contract is awarded
25.04	Burial Records, Affidavit Relative to Burial of Veterans
25.05	Burial Records, Application for Burial Expense (VS-9)
25.06	Burial Records, Death Report
25.11	Case History File, Assignment, Discharge of
25.12	Case History File, Assignment, Form of
25.13	Case History File, Assignment, Notice of
25.14	Case History File, Assignment, Partial Discharge of
25.15	Case History File, Bank Report
25.17	Case History File, Income Report of Household Members
25.18	Case History File, Lien, Certificate of. Form VS-25
25.19	Case History File, Lien, Discharge of. Form VS-26
25.20	Case History File, Lien, Subordination Agreement. Form VS-12
25.21	Case History File, Medical Report
25.22	Case History File, Order for Emergency Supplies (Food Order Book)
25.23	Case History File, Paid Medical Insurance Premiums
25.24	Case History File, Proof of Dependence i.e., Birth and Marriage Certificates, Divorce and Adoption Papers
25.25	Case History File, Unemployment Compensation Report (DES Inquiry)
25.26	Case History File, Veterans' Benefits, Application of. Form VS-1
25.28	Case History File, Wage Report
08.10	Cash Books, Property. Form 200 RE
08.10	Cash Books, Property. Form 200 RE
09.01	Certificate of Compliance
09.02	Certificate of Compliance (Partial)
09.03	Certification of an Emergency Project
04.16	Classification Tax Rate Allocation. Form LA-5
04.16	Classification Tax Rate Allocation. Form LA-5
17.04	Complaint and Censorship Records
01.023	Data Processing Input Forms
04.20	Data Processing Input Forms
04.22	Department of Revenue Directives and Guidelines
09.04	Determination of Applicability, Reply of (Negative)
09.05	Determination of Applicability, Reply of (Positive)
19.19	Disability, Disability Benefit Records
19.21	Disability, Notification to Disabled Member of Failure to File Annual Statement of Earnings
07.045	Elections, Claim to Office, Statement of
07.046	Elections, Declaration of Intention to Contest Election
06.12	Elevator and Escalator Inspection Records (c) Certificate of Approval

Series Number	Description of Record
06.13	Elevator and Escalator Inspection Records (d) Inspection Reports
06.14	Elevator and Escalator Inspection Records (e) Certificate or Notice as to Safety and Construction
09.09	Environmental Data Form
09.09	Environmental Data Form
01.025	Equipment Inventory
16.23	Equipment Inventory
01.026	Equipment Inventory Form
12.29	Equipment Loan Record
01.027	Equipment Loan Report
16.24	Equipment Maintenance Log
16.26	Firearm Identification Card
16.27	Firearm, License to Carry (Application)
16.28	Firearm, License to Carry. Form FA-19
20.15	Fiscal, Bid Specifications and Responses for Equipment and Supplies
20.18	Fiscal, Bus Contracts
20.22	Fiscal, Equipment Inventory Form
10.06	Grant Files (Unsuccessful Applications)
06.19	Inspection Certificates (c) Other: Building, Elevator and Escalator, Gas Fitting, Plumbing and Wiring, etc.
05.22	Inspection Reports
07.077	Jury Selection List (a) Numbered Resident List; Numbered Resident File; Random Number List; Typewritten List of Randomly Selected Jurors
17.08	Long Range Program Files
13.16	Massachusetts Preservation Program Fund Pre-Application Form
19.36	Membership Files, Calculation Verification Forms (from PERA)
19.37	Membership Files, Certificates of Birth, Marriage and Divorce
19.38	Membership Files, Certification that 18-to 22-year old Child is a Full-time student
19.39	Membership Files, Change of Beneficiary Blank
19.40	Membership Files, Contributory Retirement Appeals Board Decisions
19.42	Membership Files, Documentation by Member of Time and Compensation for Public
19.44	Membership Files, New Entrant Enrollment Blank
19.45	Membership Files, Non-Contributory Retirement Benefit Records (includes All Veteran's Claim)
19.47	Membership Files, Notification of Leave of Absence
19.49	Membership Files, Options on Retirement, Election
19.50	Membership Files, Requests for Reimbursement for Prorated Pensions and Transfer of Funds in Response Thereto
19.51	Membership Files, Retirement Payment Cards
19.52	Membership Files, Service Buy-back Forms or Letters
19.53	Membership Files, Survivorship Records (includes Benefits)
19.54	Membership Files, Veteran's Benefits Records and all Documentation Establishing Status. Form DD-214, Veteran's 9-5
19.55	Membership Files, Waiver of Retirement Allowance
19.56	Membership Files, Worker's Compensation, History of
04.36	Minimum Residential Factor Computation Form. Form LA-7
04.36	Minimum Residential Factor Computation Form. Form LA-7
12.44	Notice of Inspection (Annual) of Tanks for the Storage of Fluids
09.13	Notice of Intent (Application). Includes supporting information narrative, boring logs, plans, etc.
09.13	Notice of Intent (Application). Includes supporting information narrative, boring logs, plans, etc.
04.44	Notification of Collector's Bond
12.50	Notification of the Construction, Change or Alteration of Self-service Gasoline Station
12.51	Notification of Use of Canine Guards in a Mercantile or Commercial Establishment
12.51	Notification of Use of Canine Guards in a Mercantile or Commercial Establishment
05.27	Occupancy, Certificate of

Series Number	Description of Record
09.14	Order of Conditions (Extension Permit)
09.14	Order of Conditions (Extension Permit)
09.15	Order of Conditions. Includes supporting information reports, photos, plans, etc.
09.15	Order of Conditions. Includes supporting information reports, photos, plans, etc.
12.54	Partial Building Inspection Reports
17.10	Patron Information Database
12.55	Permit for Storage of Fuel Oil
01.091	Personnel, Equipment Loan Report (for Long Term Use)
12.57	Plans and Specifications for Dry Cleaning Plant
12.58	Preliminary Report to State Fire Marshal
01.110	Prison-made Goods, List of
10.17	Program Instructions (from EOEA)
04.52	Property Record Cards
01.121	Recordings of Meetings (aid in drafting minutes): Includes audio and video recordings of meetings made solely to assist the recording secretary in drafting of minutes to meetings.
19.57	Rehabilitation Records, General
19.58	Rehabilitation Records, Request by Disabled Member to Reduce or Withdraw Board's Request for Refund
19.59	Rehabilitation Records, Request for Refund from Disabled Member
19.60	Rehabilitation Records, Statement of Earnings from Member
09.17	Request for Compliance/Stop Work Order (Cease and Desist)
09.17	Request for Compliance/Stop Work Order (Cease and Desist)
19.61	Service 65-70, Annual Certification of Member's
19.62	Service 65-70, Appointing Authority Request for Medical Examination, Request for. Form PERA 12-2
19.63	Service 65-70, Department Head's Statement 2 and 4 Members
19.64	Service 65-70, Medical Questionnaire to be Completed by Member. Form PERA 12-3
19.65	Service 65-70, Notification that Member May Continue in Service Past Age 65. Includes Member Response. Form PERA 12-1
19.66	Service 65-70, Notification that Member May Not Continue in Service Past Age 65
19.67	Service 65-70, Physician's Certification. Form PERA 12-1
19.68	Service After 70, Members Age 70 or over, Election of Deductions
19.69	Service After 70, Members Continuing in Service After Age 70 Records
19.70	Service After 70, Notice to Group 1 Member 180/120 Days Prior to 70th Birthday
19.71	Service After 70, Notice to Member over Age 70 and Have Deductions Taken
23.10	Shellfish Conservation and Management Plan
23.10	Shellfish Conservation and Management Plan
15.17	Subdivision Files (b) Definitive
05.41	Subsurface Sewer Disposal System
05.42	Subsurface Sewer Disposal System, Inspection Report Records
07.117	Summons
19.72	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
08.26	Tax Bill, Request for Separate. Form 208B
08.30	Tax Titles, Forms, Bill, Affidavit of Time of First Sending. Form 214
08.31	Tax Titles, Forms, Demand, Affidavit of - Two or More Persons. Form 331
08.32	Tax Titles, Forms, Demand, for Action to Protect Property. Form 254
08.35	Tax Titles, Forms, Invalid Title, Notice of - Assessors to Collector*. Form 190
08.37	Tax Titles, Forms, Invalid Title, Notice of*. Form 355
08.38	Tax Titles, Forms, Lands of Low Value, Schedule of, to Commissioner*
16.69	Taxi Cab Driver Records
04.74	Total Valuation of All Property. Form LA-2
04.74	Total Valuation of All Property. Form LA-2
16.72	Uniform National Crime Reports
11.41	Water Service (c) Plates for Route Books
11.43	Water Service (e) Route Books
05.44	Well Child Clinic, Records of (including preschool immunization)



Series Number	Description of Record
05.44	Well Child Clinic, Records of (including preschool immunization)
	<b>Retain Until Completion of Prosecution and Exhaustion of Appeals</b>
16.03	Arrest Records (a) Booking Sheet
16.04	Arrest Records (b) Fingerprint Card
16.05	Arrest Records (c) Vehicle Inventory
16.06	Arrest Records (d) BOP Report
16.07	Arrest Records (e) RMV Report
16.08	Arrest Records (f) LEAPS Report
	<b>Retain Until Final Settlement/Audit</b>
01.002	Accounts Payable
01.003	Accounts Receivable
21.01	Administration, Annual Report
21.03	Administration, Field Book - Sealing and Adjustment Record
20.05	Administration, Plant, Maintenance Work Request Form
20.06	Administration, Plant, Posting Schedule of
20.07	Administration, Printing Request Form
21.05	Administration, Receipts from Treasurer
02.03	Appropriation Statements, Monthly. Form AD 18
02.04	Appropriation, Notice of Expended
02.05	Appropriation, Notice of Transfer
11.01	Assessment Books (a) Sewer
11.02	Assessment Books (b) Sidewalk
11.03	Assessment Books (c) Street Betterment
04.12	Authorization to Issue Preliminary Tax Bills
01.009	Bank Statements
08.01	Betterment Lien, Certificate Dissolving (Payment Stub). Form 374
08.02	Betterment Liens, Certification to Assessors. Form 261
01.012	Bills Outstanding, Statement of
02.09	Bills Payable, Schedule of Departmental. Form AD 32, 33
02.10	Bills Receivable, Schedule of. Form AD 34, 35
08.03	Bills, Paid Receivables other than Taxes
08.04	Bills, Tax (paid)
25.27	Case History File, Veterans' Benefits, Recommendation. Form VS-21A
02.11	Cash Book
08.08	Cash Books, Motor Vehicle Excise. Form 200 MV
08.09	Cash Books, Other
08.11	Cash Books, Sewer. Form AD26S
08.12	Cash Books, Water. Form AD26
02.12	Cash Sheets, Collector's. Form AD 26
04.15	Certification of Unpaid Betterment Liens. Form 261
04.17	Collector's Schedule of Uncollectible Excises. Form 166/380 – MVE/BE
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.
04.19	County Commissioners' Notification to Assessors
02.13	Creditors, Notice of
01.024	Deposits to Treasurer
19.20	Disability, Hearing Records
02.15	Disallowance, Notices of
04.23	Divided Assessment, Notice of
04.26	Exemption, Certificates of

Series Number	Description of Record
04.28	Exemptions for Persons, Application Files, including Motor Vehicle Excise
20.16	Fiscal, Bond Coupon Statements
20.19	Fiscal, Bus Transportation Requests
20.21	Fiscal, Educational Television Program Fund
20.32	Fiscal, Invoice Warrant
20.37	Fiscal, School Aid Records
20.38	Fiscal, Supporting Cost, Allocation and Computation
09.10	Gifts (copies of)
11.18	Inventory Gas Card Ledgers
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
04.35	List of Tax Bills Which Merit Exemption
14.20	Managers of Indoor and Outdoor Activities
01.071	Mileage Reports
04.37	Monthly List of Abatements of Motor Vehicle and Trailer Excise (to Accountant). Form 156
04.38	Monthly List of Taxes Abated, Real Estate and Personal Property. Form 155
02.25	Motor Vehicle and Trailer Excise Tax Abatements, Monthly List of. Form AD 73
02.26	Motor Vehicle and Trailer Excise Tax Refunds, Schedule of. Form AD 74
04.40	Notice from Collector that Certain Taxes Cannot be Collected. Form 380, 380A
04.41	Notice of Assessment. Form 1
04.42	Notice of Commitment (to Accountant). Form 54
04.43	Notification of Acceptance (of Section of Chapter, to Commissioner)
04.45	Office Expense Records
04.46	Omitted and Revised Assessment Report
16.55	Parking Ticket (Paid)
01.072	Payment to Treasurer, Schedule of (copy)
02.27	Payments to Treasurer, Schedule of Collector's. Form AD 7, 8, 397
02.28	Payments to Treasurer, Schedule of Departmental. Form AD 9, 10
20.40	Payroll, Payroll, Substitute Teacher Attendance Report
01.074	Payroll, Registers
20.46	Payroll, Weekly, Biweekly or Monthly Payroll
20.47	Payroll, Work Sheets
04.48	Personal Property Tax. Form 37S
01.087	Personnel, Court Witness Travel Expense
01.098	Personnel, Payroll, Weekly, Bi-weekly or Monthly Payroll
03.15	Petty Cash Records
06.25	Petty Cash Records
15.15	Petty Cash Records
01.111	Prison-made Goods, Requisition for
02.29	Property Tax Abatements, Monthly List of. Form AD 12
01.113	Purchase Orders
01.114	Purchase Requisitions
04.54	Real Estate Subsequently Divided, Notice of Apportionment of Taxes on
04.55	Real Estate Tax. Form 38S
01.115	Receipt Book
01.116	Receipts
01.118	Receipts for Preceding Year, Notice of
01.119	Receipts, Daily
01.120	Receipts, Schedule of
04.59	Reimbursement Records, All Exemptions
04.60	Report of All Exemptions Granted (to Commissioner)
01.124	Retirement Board, Reports to

Series Number	Description of Record
01.125	Schedule of Departmental Payments to Treasurer
04.63	Schedule of Departmental Payments to Treasurer. Form AD-10
04.64	Schedule of Uncollected Motor Vehicle and Trailer Excise Taxes (to Commissioner). Form 386
08.19	Schedules, General, Collector's Payments to Treasurer. Form AD8
08.20	Schedules, General, Collector's Payments to Treasurer/District Taxes. Form 398
08.21	Schedules, General, Collector's Payments to Treasurer/Property and other Charges
08.22	Schedules, General, Motor Vehicle and Trailer Excise, Refunds through Abatement of. Form 236
08.23	Schedules, General, Treasurer's Receipts
08.24	Schedules, General, Water Lien, Certificates. Form 370, 373, 260
08.25	Schedules, Uncollected Taxes, Property and Other Taxes to Assessors. Form 385
04.65	Separate Tax Bills, Record of Real Estate Assessments for
04.66	State and County Taxes, Payment of
04.67	State Treasurer's Notification to Assessors
04.71	Tax Bills, Notifications and Demands (Assessors' copies)
08.27	Tax Claim, Unsecured
02.30	Tax Title Accounts. Form CD 1
08.39	Tax, Certificate of Payment by Mortgagee or other Interested Person. Form 222
08.40	Taxes, Uncollected, Certification of Abatement to Collector
01.126	Transfer of Funds
16.70	Travel Expense Report of Court Witness
01.127	Travel Expense Reports
02.36	Treasurer's Receipts, Schedule of. Form AD 11
04.75	Uncollectible Taxes, Certification of Abatement. Form 166
04.76	Valuation Lists, (a) Motor Vehicle and Trailer
10.21	Volunteer Travel Reimbursement Vouchers
01.129	Vouchers – as approved by department head
02.37	Vouchers, Schedules of Bills Payable and Payroll, as submitted by departments
02.38	Vouchers. Form AD 19
08.41	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)
08.42	Warrants and Notices, Forest Land Tax Lien. Form 17D
08.43	Warrants and Notices, Forest Product Tax
01.131	Warrants, Farm Animal, Equipment and Machinery Excise. Form 57FAE-ME
01.132	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).
04.78	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.
02.40	Water Charges Abated, Monthly List of. Form AD 37. Applies to any utility charges (sewer, solid waste etc.).
01.133	Work Sheets
<b>Permanent</b>	
02.01	Accountant, Appointment of
02.02	Accountant, Oath of
19.02	Administration and Finance, Accounts Journal
19.03	Administration and Finance, Actuarial Valuation Studies or Reports
19.09	Administration and Finance, Establishment of System, Certificate of
19.10	Administration and Finance, General Ledger
19.15	Administration and Finance, Supplementary Rules
01.004	Administration, Building Plans
20.02	Administration, Building Plans
22.08	Administration, Civil Service Forms

Series Number	Description of Record
22.09	Administration, Employment Applications (a) hired employee.
21.04	Administration, Office Record and Ledger
20.08	Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts
20.09	Administration, School Committee Report, Annual
20.10	Administration, School Returns, Annual Report to Superintendents
22.13	Administration, Special Town Meeting Petitions
20.12	Administration, Superintendent of Schools, Annual Report of
05.01	Animal Inspector, Records of Inspection by
05.02	Animal, Certificate of Healthy Condition; retention by Animal Inspector.
05.03	Animal, Notice of Quarantine of Domestic; retention by Animal inspector.
01.005	Annual Report
14.01	Application for License
14.03	Application for Transfer of License
16.02	Appointment Certificate
03.05	Appointment of Zoning Administrator
11.04	Assessment Cards (a) Sewer
11.05	Assessment Cards (b) Sidewalk
11.06	Assessment Cards (cc) Water
04.11	Assessors' Tax Maps
07.002	Assignment, Fenceviewers
07.003	Assignment, Wage
02.07	Assistant, Appointment of
02.08	Assistant, Oath of
06.09	Audit account form
11.07	Auto Accident Report
14.04	Automatic Amusement Devices Licenses
14.05	Billiard Tables and Bowling Alleys Licenses
22.18	Boundary Records, Boundary Triangulation Points (as determined by State D.P.W.)
22.19	Boundary Records, Descriptions of Obliterated Town Markers
22.20	Boundary Records, Perambulation Records
22.21	Boundary Records, Plan of Boundary Change
22.22	Boundary Records, Proposal for Boundary Change
22.23	Boundary Records, Ratification and Acceptance of Boundary Change by General Court
12.21	Building Fire, Report of
07.010	Bulky Goods, Attachment of
05.05	Burial or Removal Permit. Form R-309
25.07	Burial Records, Grave Registration Card
07.013	By-Laws (including written approval of Attorney General"
25.09	Case History File, Adjutant. Form AGO-10
25.10	Case History File, Armed Forces Discharge Papers
01.014	Cash Books
11.09	Catch Basin Location Files
05.06	Cemeteries, Approval of Public (including plans thereof)
11.10	Cemetery Records
14.06	Certificate of Conviction
14.07	Change of Location or Manager Position
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
11.11	Civil Service Approvals
16.10	Civil Service Records
14.08	Clubs, Societies, Associations Authorization to Dispense Food and Beverages Other Than Alcoholic and Liquor Beverage

Series Number	Description of Record
14.09	Coffee and Teahouses
08.13	Commitment Books (All)
05.07	Communicable Disease among Animals, Notice of
05.09	Communicable Disease, Notice of Carcass Infected with
05.10	Communicable Disease, Records of (ledger)
05.11	Communicable Disease, Weekly Report of Deaths
12.26	Company (Duty) Officer's Fire Report
14.10	Complaint Records
14.11	Copy of Transactions of Pawnbrokers
16.17	Death Report (Suicide, Sudden, Unexplained)
14.12	Decision of Commission Hearings
07.031	Declarations of Trust
07.032	Deeds (Cemetery Lots)
12.27	Departmental Fire Record (summary record of daily operations of department, known variously as Daily Blotter, Fire Alarm Record, etc.)
12.28	Deputy Chief's Report (Master Fire Report)
08.15	Deputy Collector, Approval of Appointment. Form 263
22.25	Education, Regional School District Annual Report
22.26	Education, Regional School District Organization Proposal
22.27	Education, Regional School District Planning Board Report
07.036	Elections, Board of Registrars, Minutes of
07.066	Elections, Register of Voters, Annual
07.067	Elections, Register of Voters, General
09.08	Engineering Drawings (Plans)
12.30	Equipment Maintenance Log
02.16	Expenses, Report of Estimated
12.34	Fire Alarm Record Cards
11.13	Fire Pipe Connection Books
12.36	Fire Prevention Bureau Report
12.37	Fire Prevention Inspection Log
12.38	Fire Station Journal
16.29	Firearms, License to Sell
16.30	Firearms, Wound Report
14.13	Fortune Teller
11.16	Gate Books
22.32	General, Deeds/Leases
22.35	General, Report of Insurance Commissioner Relating to Retirement Board
22.36	General, Report of Insurance Commissioner Relating to Weighing and Measuring
22.37	General, Report of Violations Relating to Weighing and Measuring
16.32	Gunsmith License
14.14	Hearing Records
13.12	Historic District Map
13.13	Historic Preservation Plan
13.14	Historic Resources Survey. Form A-H
11.17	Hydrant Locations
14.15	Inn holder and Common Victualer
14.16	Inspection of Lodging Houses by Licensing Authorities
16.40	Investigation Report, Murder (no arrest or warrant)
19.33	Investments, Statement of Investment Objectives (including Updates). Form PERA 18-1, 18-2
02.17	Journal
16.41	Journal
14.17	Junk Dealers
09.11	Ledger Books (Data on material recorded in the Registry of Deeds)
02.20	Ledger, Cemetery Trust Fund
10.10	Ledgers
14.18	Letter of Approval from ABCC

Series Number	Description of Record
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
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
22.42	Licenses, Alcoholic Beverages, Application for License
22.43	Licenses, Alcoholic Beverages, Application for Transfer of License
22.44	Licenses, Alcoholic Beverages, Change of Location or Manager Position
22.47	Licenses, Alcoholic Beverages, Letter of Approval to ABCC
16.43	Lock-up Rules and Regulations
14.19	Lodging Houses
16.44	Log (Blotter)
07.079	Low Lands; Petition, Order for Road to
13.15	Maps
15.09	Master Plan
17.09	Master Plan
01.069	Meeting Minutes
05.24	Milk Inspector, Records of
16.47	Motor Vehicle Accident Reports (b) Fatal
12.42	Motor Vehicle Fires, Report of
05.25	Noisome Trades, Assignment of Place for (approved plan must exist with a letter and map)
13.19	Nominations for National Register (a) Accepted Nominations
15.13	Notice of Appeal to Superior Court
12.45	Notification of Cessation of a License to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds
12.49	Notification of the Cessation of License to Store Explosives in Magazine
07.080	Oaths, Office
07.081	Oaths, Public Records
15.14	Official Map
12.53	Open-air Fires, Report of Shut Off, Remove, etc. , Sprinkler or Fire-sensing Device
07.082	Ordinances
11.23	Parts Installation Book
20.41	Payroll, Retirement Ledgers
06.24	Permit Log
01.077	Personnel, (c) Earning Records
07.084	Persons Sworn, Record of

Series Number	Description of Record
11.24	Petitions (a) Driveways
11.25	Petitions (b) New Streets
11.26	Petitions (c) Sidewalks
14.21	Picnic Groves
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
13.21	Plans
11.27	Plans (All)
01.109	Plans (referred to in Decisions)
06.26	Plans and Specifications (a) Plans of Buildings with Public Access
06.29	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.
07.093	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)
04.49	Pro Forma Recapitulation
16.59	Procedural Rules
04.51	Property History (Street or Legal) Cards
07.098	Proprietor's Records
07.101	Public Ways, Board of Survey, Plans Submitted to
07.103	Public Ways, Layouts/Alterations/Discontinuities, Record of
13.24	Publications of Commission
14.22	Quarterly Reports to the Mayor
04.56	Records of Abatement. Form 151
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
11.29	Releases on Private Ways
12.61	Report of Alarms (daily/weekly)
13.25	Reports
16.63	Reprimands, administrative
12.62	Rescue Report
07.111	Resignations of City Officials
13.26	Review Standards
14.24	Revoked, Suspended, Cancelled or Forfeited Licenses
05.30	Rules and Regulations
03.16	Rules and Regulations (a) Board of Appeals
03.17	Rules and Regulations (b) Board of Appeals Acting as Special Permit Granting Authority
07.112	Rules, Regulations of all Town Boards and Officers
05.31	Sanitary Landfill, Assignment of Plans for

Series Number	Description of Record
05.32	Sanitary Landfill, Plan for
14.25	Second-Hand Motor Vehicles
11.30	Sewer Connection Record Card Index
14.26	Shooting Galleries
11.31	Shut-Off Locations
14.27	Skating Rinks
05.36	Slaughter House, Approval of Operation of
07.113	Special Permit Granting Authority, Records of
07.116	Street List
05.37	Subdivision Plan to Planning Board, Report of Definitive
05.38	Subdivision Plan, Definitive
05.39	Subdivision Plan, Notice of Approval/Disapproval
05.40	Subdivision Plan, Preliminary
15.18	Subdivision Rules and Regulations
04.73	Tax Rate Recapitulation. Form 31C
08.28	Tax Titles, Forms, Accounts, List of Recorded Sales or Takings to be set up as Tax Title. Form 346
08.29	Tax Titles, Forms, Accounts, Subsequent Taxes to be Added to. Form 347 (b) tax account is not redeemed by owner
08.33	Tax Titles, Forms, Invalid Title, Deed of Release of. Form 32
08.34	Tax Titles, Forms, Invalid Title, Disclaimer of
08.36	Tax Titles, Forms, Invalid Title, Notice of Refusal to Release
02.32	Temporary Officer, Appointment of
02.34	Temporary Officer, Oath of
07.122	Towels, etc., Registration of Rented
07.123	Town Meeting Records
04.77	Valuation Lists, (b) all but Motor Vehicle and Trailer
11.34	Valve Records
07.125	Vital Statistics, Birth, Death and Marriage (all official forms related to the registration process)
01.130	Warrants – as signed by select board or the like
02.39	Warrants, Bill and Payroll, Form C1, C1, T1, T2, as signed by the select board or the like
11.40	Water Service (b) Meter Removals and Locations
11.44	Water Service (f) Water History Books (Commitments)
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



## **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: archives@sec.state.ma.us

Website: www.sec.state.ma.us

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

## FORM RMU-2 – APPLICATION FOR DESTRUCTION PERMISSION

### INSTRUCTIONS FOR COMPLETING THIS RMU-2 FORM ON REVERSE SIDE OF THIS SHEET

**IMPORTANT!** Record custodians must re-submit this form **each time** they intend to destroy any of the records listed herein. No record can be destroyed unless it is included in an authorized disposal schedule.

1. Destruction Permission for: \_\_\_\_\_

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

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)

\_\_\_\_\_

3. Location of records: \_\_\_\_\_

4. The last audit of accounts of this office was completed on \_\_\_\_\_

*Month/Day/Year*

5. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

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

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

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

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

\_\_\_\_\_  
*Date*

Submit in duplicate:

### DO NOT USE THIS SPACE

Disposal Schedule(s) #

#### 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*

Item No.	Description of Record (Give Form # if any)	Retention Period	Inclusive Dates
<i>Example:</i> 01-61	Personnel, Personnel files	20 yrs. after termination	1960-1980

(List more records on back)

**INSTRUCTION FOR COMPLETING THE SPR-2 FORM:** Prepare in duplicate. Complete 1-4 on the front side of this sheet.

**LIST THOSE RECORDS YOU PROPOSE TO DESTROY**

Enter each type or series of records as a separate item. Describe accurately, including title and form numbers (if any), applicable schedule numbers and inclusive dates of each record. Remember, the latest date must be prior to the approved retention period (see example on front). Submit two copies of this completed SPR-2 to the Records Management Unit and the copy returned to you is your authorization to destroy the records listed. On completion sign each sheet under 5.

Item No.	Description of Record (Give Form # if any)	Retention Period	Inclusive Dates

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## 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.

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

\_\_\_\_\_  
*Date*

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

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

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

\_\_\_\_\_  
*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**

Disposal Schedule(s) #

**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

Other









**INSTRUCTION FOR COMPLETING THE RMU-2M FORM:** Prepare in duplicate. Complete 1, 2, and 3 on the front side of this sheet. If the Supervisor of Public Records has approved any previously submitted RMU-2 (Application for Disposal Schedule) and has assigned your Agency a Disposal Schedule number, fill in this number in the appropriate column on the front side of this sheet and below.

**LIST THOSE RECORDS YOU PROPOSE TO DESTROY**

Enter each type or series of records as a separate item. Describe accurately, including title and form numbers (if any), applicable schedule numbers and inclusive dates of each record. Remember, the latest date must be prior to the approved retention period (see example on front). Submit two copies of this completed RMU-2 to the Records Management Unit and the copy returned to you is your authorization to destroy the records listed. On completion sign each sheet under 5.

Item No.	Description of Record (Give Form # if any)	Retention Period	Inclusive Dates

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## 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



