

# **The Commonwealth of Massachusetts**

## **Municipal Records Retention Manual**

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



2011 Edition

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Secretary of the Commonwealth

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



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## FOREWORD

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

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

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

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

William Francis Galvin  
Secretary of the Commonwealth



## REVISIONS TO THE CURRENT EDITION

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

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

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

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

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





## HOW TO USE THIS BOOK

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

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

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

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

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

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

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



# **RECORDS MANAGEMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **Introduction and Historical Overview**

### *Introduction*

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

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

### *Historical Overview*

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

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

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

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

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

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

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

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

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

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

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

## **Inventory and Appraisal**

### *Inventory*

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

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

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

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

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

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

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

### *Appraisal*

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

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

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

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

1. Administrative Value

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

2. Legal value

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

3. Fiscal Value

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

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

4. Historical Value

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



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

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

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



# The Commonwealth of Massachusetts

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

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## FORM RMU-IW – RECORDS INVENTORY WORKSHEET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. Records on retention schedule?

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

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

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

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

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

### Instructions for the Use of Records Inventory Worksheet

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

## **Records Disposition**

### *Advantages*

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

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

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

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

### *Procedures*

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

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



## RECORD RETENTION SCHEDULES

### 01 Records in Common

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

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



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

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

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

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

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

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

## 02 Accountant/Auditor

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

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



## 03 Board of Appeals

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



## 04 Board of Assessors

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

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

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

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

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





## 05 Board of Health

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

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

## 06 Building Inspector

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

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

## 07 City and Town Clerks

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

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

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

Series Number	Description of Record	Length of Time Required to Retain Record	MGL / CMR
07.061	Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a) 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, 2.10
07.110	Registration, Certificates of, Podiatry Certificate of Registration	Permanent.	c. 112, s. 21
07.111	Resignations of City Officials	Permanent.	c. 41, s. 109
07.112	Rules, Regulations of all Town Boards and Officers	Permanent.	c. 40, s. 33
07.113	Special Permit Granting Authority, Records of	Permanent.	c. 40A, ss. 9, 11
07.114	State Audit (City/Town Accounts)	Retain 10 years.	c. 44, s. 40
07.115	State Tax Liens	Retain 1 year following redemption or waiver, or retain 7 years if not redeemed or waived.	c. 62C, s. 50
07.116	Street List	Permanent.	c. 51, ss. 4, 6
07.117	Summons	Retain until final adjudication of contest.	c. 233, s. 37
07.118	Tenement Housing, Attorney, Appointment of	Retain for duration of appointment.	c. 145, s. 60A
07.119	Tenement Housing, Owner, Notice of	Retain 1 year (on or after May 1st).	c. 145, s. 59
07.120	Tenement Housing, Plans, Specifications, etc.	Retain for lifetime of building.	c. 145, s. 50
07.121	Tenement, Agent for Owner of	Retain for duration of appointment.	c. 145, ss. 60A, 60B
07.122	Towels, etc., Registration of Rented	Permanent.	c. 110, s. 25A
07.123	Town Meeting Records	Permanent.	c. 41, ss. 15
07.124	Vessel, Statement of Lien on	Retain 7 years.	c. 255, s. 15
07.125	Vital Statistics, Birth, Death and Marriage (all official forms related to the registration process)	Permanent.	c. 46, s. 13, c. 114, c. 207
07.126	Wills (Perpetual Care of Cemetery Lots)	Permanent.	c. 114, ss. 19, 20
07.127	Zoning Board of Appeals, Appeal to Superior Court, Notice of	Permanent.	c. 40A, s. 17; c. 41, s. 81BB
07.128	Zoning Board of Appeals, Decisions and Proceedings (i.e., all official forms related to the appeal process)	Permanent.	c. 40A, s. 15
07.129	Zoning Board of Appeals, Rules	Permanent.	c. 40A, s. 12

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



## 08 Collector

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

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

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





## 09 Conservation Commission

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



## 10 Council on Aging

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



## 11 Department of Public Works

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

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

## 12 Fire Departments and Fire Districts

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

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



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



## 13 Historical Commission and Historic District Commission

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



## 14 Licensing Board

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



## 15 Planning Board

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





## 16 Police Department

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

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

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



## 17 Public Library

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



## 18 Purchasing

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





## 19 Retirement Board

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

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

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

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

## 20 School Department

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

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

## 21 Sealers of Weights and Measures

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





## 22 Selectmen

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

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

## 23 Shellfish Constable

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



## 24 Treasurer

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

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

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





## 25 Veterans' Service Agent

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



## **SELECTED SUPERVISOR OF RECORDS BULLETINS**

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



## **SPR Bulletin 4-96**

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

TO: Public Records Custodians

SUBJECT: Fees for Access and Copying of Electronic Public Records

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

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

#### **ACTIONS:**

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

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

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

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

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

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

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

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

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

TO: Public Records Custodians

SUBJECT: Electronic mail

EXPIRATION DATE: Until superseded

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

### **BACKGROUND:**

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

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

### **FINDINGS:**

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

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

#### **ACTIONS:**

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

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

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

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

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

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

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

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



## **SPR Bulletin 3-96**

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

TO: Public Records Custodians

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

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

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

#### **ACTIONS:**

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

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

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

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

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

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

## **SPR Bulletin 1-96**

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

TO: Public Records Custodians

SUBJECT: Backing up and Archiving of Electronic Records

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

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

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

#### **FINDINGS:**

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

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

#### **ACTIONS:**

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



## **SPR Bulletin 1-07**

### **Minutes of Meetings**

TO: Public Records Custodians

SUBJECT: **Minutes of Meetings**

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

#### **ACTIONS:**

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



## **SPR Bulletin 2-92**

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

TO: Public Records Custodians

SUBJECT: Requirement to Maintain Minutes of Meetings in Written Format

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

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

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

#### **FINDINGS:**

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

#### **ACTIONS:**

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





## **SPR Bulletin 9-04**

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

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

TO: Public Records Custodians

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

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

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

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

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

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

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

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

## **ACTIONS:**

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

### **Permanent Paper:**

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

### **Permanent Ink:**

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

## **SPR Bulletin 2-96**

### **Designation of Records Custodian**

TO: Public Records Custodians

SUBJECT: Designation of Records Custodian

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

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

#### **ACTIONS:**

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



## **SPR Bulletin 5-94**

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

TO: Public Records Custodians

SUBJECT: Recording Material for Permanent Public Records

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

#### **ACTIONS:**

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

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

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

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

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

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

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

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

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

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

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

## **SPR Bulletin 4-94**

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

TO: Public Records Custodians

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

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

#### **FINDINGS:**

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

#### **ACTIONS:**

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





## **SPR Bulletin 3-93**

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

TO: Public Records Custodians

SUBJECT: Requirement to Manage Records Created Under Government Contracts

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

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

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

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

#### **FINDINGS:**

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

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

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

## **ACTIONS:**

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

## **SPR Bulletin 3-92**

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

TO: Public Records Custodians

SUBJECT: Maintenance of Records Storage Areas

EXPIRATION DATE: Until superseded

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

#### **BACKGROUND:**

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

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

#### **FINDINGS:**

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

#### **ACTIONS:**

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



# **Technical Bulletin 1**

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

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

### **AUTHORITY**

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

### **EFFECTIVE DATE**

These performance standards become effective on May 18, 1995.

### **GENERAL**

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

### **SIZE**

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

### **MEDIA PROTECTION**

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

### **CONSTRUCTION**

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

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

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

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

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

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

## **WATERTIGHTNESS**

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

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

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

## **PENETRATION**

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

Roofs shall not be pierced for any purpose.

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

## **VAULT DOORS**

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

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

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

## **ENVIRONMENTAL CONTROL**

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

## **FIRE DETECTION SYSTEMS**

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

## **FIRE SUPPRESSION SYSTEMS**

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

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

## **WIRING AND LIGHTING**

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

## **SHELVING**

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

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

## **SAFES AND RECORD CONTAINERS**

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

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

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

## **FOR MORE INFORMATION**

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

Technical Assistance, including:

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

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

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



# Technical Bulletin 3

## Records Security

Version 2 (1999)

### PURPOSE

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

Loss of records can result in:

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

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

### Threats to Records

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

### Environment

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

### Paper

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

### Photographic Film

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

## Magnetic media

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

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

## Dirt and Pollutants

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

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

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

- \* Change furnace and air conditioner filters on a regular schedule, e.g., quarterly.
- \* Use vacuum cleaners equipped with high-efficiency, particulate air (HEPA) filters if possible, so as not to redistribute dust. Sweeping is discouraged, since it stirs up and scatters dirt.
- \* Avoid introducing materials that create internal pollutants, such as wooden cabinets and shelves, cleaning compounds, and carpeting.
- \* Do not store records near copying machines, which produce ozone and toner dust. Records should be properly boxed and shelved. Boxes should not hang over shelf edges. Records should be promptly returned to their boxes; boxes should be promptly 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 150EF. or below for 1, 2 or 4 hours. Units that are classified 150 require the maintenance of 80% or below internal relative humidity for the period tested.

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

Ratings assigned to various records storage devices are as follows:

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

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

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

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

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

## **VAULT OPERATIONS**

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

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

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

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

### Supervision and Control

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

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

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

### Equipment

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

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

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

### Storage

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

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

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

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

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

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

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

### **VITAL RECORDS MANAGEMENT**

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

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

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

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

## Establishing a Vital Records Program

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

### Records Classification

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

#### **CLASS DEFINITION EXAMPLE**

##### RECOMMENDED

##### PROTECTION

###### Class I

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

###### Class II

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

###### Class III

###### Useful

Records useful to the continued life of the organization.

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

###### Class IV

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

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

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

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

## Protection Methods

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

### 1. On-site storage

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

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

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

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

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

### 2. Duplication and Dispersal

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

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



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

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

#### Program Staff

##### The Vital Records Coordinator

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

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

##### The Vital Records Team

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

#### Communications

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

#### Summary

A vital records management program:

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

## **ADDITIONAL INFORMATION**

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

For more information, please contact the Records Management Unit.

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

Technical Assistance including:

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

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

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

## RECORD SERIES BY RETENTION PERIOD

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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



## **GLOSSARY OF SPECIAL TERMS**

### **Administration/Administrative**

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

### **Administrative Use**

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

### **Appraisal**

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

### **Archival Records**

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

### **Audit records**

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

### **Conservation**

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

### **Contract**

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

### **Custodian of Records**

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

### **Custody**

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

### **Disposal**

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

### **Duplicate Copy**

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

### **Electronic records**

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

**Permanent**

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

**Record Copy**

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

**Record Series**

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

**Redaction**

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

**Retention Schedule**

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

**Settlement of levy**

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

**Transitory Records**

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



## FORMS

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

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

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

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

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

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

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

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

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

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

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







# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

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

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

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

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

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

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

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

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

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

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

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

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

Submit in duplicate:

**DO NOT USE THIS SPACE**

Systems Plan #

**APPROVALS:**

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

SUPERVISOR OF  
PUBLIC RECORDS

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

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

# RCB-1E SYSTEMS INFORMATION MANAGEMENT PLAN

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

System Custodian and Liaison

System Name

System Overview (purpose)

System Description (technical)

System Inputs (with retention periods)

System Outputs (with retention periods)

System Backup Schedule

System Archiving Schedule

Restrictions on Use and Access

Related Systems Records, Files, and Indexes

System Contingency Plans

Access to Records During Retention Period

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

Other











# The Commonwealth of Massachusetts

**William Francis Galvin**

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

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

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

## FORM RMU-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

