
MUNICIPAL RECORDS RETENTION SCHEDULE

Quick Guide

Updates and new schedules exported from the Massachusetts
Records Retention Schedule Database on **April 6, 2020**

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Records in Common Buildings and Equipment

Schedule Number and Title	Total Retention	Schedule Description
01.004 <i>Permanent.</i>	Administration, Building Plans	
01.025 <i>Retain until superseded by next inventory.</i>	Equipment Inventory	
01.026 <i>Retain until superseded.</i>	Equipment Inventory Form	
01.027 <i>Retain until return of equipment.</i>	Equipment Loan Report	
01.028 <i>Retain 1 year after disposal of equipment.</i>	Equipment Maintenance and Repair Records	
01.029 <i>Retain 1 year after disposal of equipment.</i>	Equipment Warranties	
01.141 <i>See sub-schedules for specific retention periods.</i>	Plans	
	01.141 (a) Design Feasibility and Review Administration files	<i>Retain 3 years from date proposals are due, then destroy.</i> Documents research into proposed projects: includes correspondence, memoranda, contracts, financial documentation and application for reimbursement form state or Federal agencies.
	01.141 (b) Design Feasibility, Program, and Review Studies	<i>Retain permanently.</i> Final report of feasibility investigation, architectural building program, land acquisition, or building conditions.
	01.141 (c) Design Phase Drawings	<i>Retain until superseded or obsolete, then destroy. Permission from Supervisor of Public Records is not required for destruction.</i> Documents development of design of new building or renovations of existing structure.
	01.141 (d) Design Proposals	<i>Retain 3 years after due date for proposals, then destroy.</i> Documents application of non-selected architects to design projects; includes credentials, financial data regarding firm, summary of comparable work performed, and in-house forms.

Records in Common Buildings and Equipment

Schedule Number and Title	Total Retention	Schedule Description
01.141 (e)	Designer Selection Case files	<i>Retain 20 years, then destroy.</i> Documents selection of architect or engineer for municipal projects: includes submissions, rating sheets, internal memoranda.
01.141 (f)	Prequalifications	<i>Retain 3 years after date prequalifications are due, then destroy.</i> Documents qualifications of designers, contractors, or sub-contractors prior to bidding process.
01.142	Project Management Case files	<i>See sub-schedules for specific retention periods.</i>
01.142 (a)	Alteration and Repair Case files	<i>Retain 7 years after completion of project, then destroy.</i> Documents response to requests for small-scale, routine, or emergency repairs to Municipal owned structures.
01.142 (b)	Preventive Maintenance Case files	<i>Retain 2 years after completion of project, then destroy.</i>
01.142 (c)	Renovations and System Upgrades - Hazmat-related	<i>Retain 30 years after expiration of last pertinent contract, then destroy.</i> Includes: memoranda, reports, manifests, relating asbestos abatement, hazardous materials removal, or site remediation.
01.142 (d)	Renovations and System Upgrades - Final Project records	<i>Retain permanently.</i> Includes: building program books or memoranda, structural or soil studies, engineering and boring reports, minutes, daily construction reports, certificate of final completion or occupancy, and contractor evaluation form.
01.142 (e)	Renovations and System Upgrades - Working files	<i>Retain 20 years after expiration of last pertinent contract, then destroy.</i> Includes: designer selection and design development memoranda and reports, winning design proposal, bid and sub-bid review memoranda, scope of work, work schedules, correspondence and financial files, incident and dispute resolution documentation, punchlists, warranties, maintenance manuals, submittals, shops drawings, and photographs.

Records in Common Contracts

Schedule Number and Title	Total Retention	Schedule Description
01.010	Bids for Contracts (a) Where no contract is awarded	
		<i>Retain 3 years from date of opening.</i>
01.011	Bids for Contracts (b) Where contract is awarded	
		<i>Retain with Contract Files.</i>
01.017	Contract Files – (a) where no debt is issued to pay the contract.	
		<i>Retain until completion of audit of final year of contract and change order payments.</i> 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.	
		<i>Retain until completion of audit following year of final payment of all debt related to the project.</i> Includes documentation of award and performance of contract, original contract, change orders, all related purchase orders, invoices and schedules of bills payable.

Records in Common Correspondence

Schedule Number and Title	Total Retention	Schedule Description
01.019	Correspondence (a) Administrative Convenience	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i> 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.
01.020	Correspondence (b) General Administrative	<i>Retain 3 years.</i> General correspondence associated with administrative practices but does not create policy or procedure.
01.021	Correspondence (c) Policy Development	<i>Retain 5 years.</i> Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters.
01.022	Correspondence (d) Transitory Messages	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i> 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.

**Records in Common
Finance and Purchasing**

Schedule Number and Title	Total Retention	Schedule Description
01.002	Accounts Payable	<i>Retain until completion of satisfactory audit.</i>
01.003	Accounts Receivable	<i>Retain until completion of satisfactory audit.</i>
01.008	Audit Report	<i>Retain 10 years.</i>
01.143	Auditing - Support Documents	<i>Retain 7 years after the final report is issued, then destroy.</i> Audits of municipal finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc.
01.009	Bank Statements	<i>Retain until completion of satisfactory audit.</i>
01.012	Bills Outstanding, Statement of	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
01.144	Budget - Final record copy	<i>Retain one official copy of the finalized budget permanently.</i> This record documents the amount of money along with any amendments that is appropriated for each account or line item for the current and previous fiscal years for the entire municipality. Additional copies may be destroyed when no longer administratively needed.
01.013	Budget Estimates	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
01.145	Budget requests from departments	<i>Retain for three years after the record is superseded, then destroy.</i> Departmental copies of budget requests.
01.146	Budget summary and balance sheets	<i>Retain while needed to verify the status of financial accounts. After have been verified, retain records for three additional years, then destroy.</i> Records documenting the status of budgetary activities on each account. They identify the account balances per month and year to date, activity within the month on each account, etc. Duplicate copies may be destroyed when no longer administratively needed.
01.014	Cash Books	<i>Permanent.</i>

**Records in Common
Finance and Purchasing**

Schedule Number and Title	Total Retention	Schedule Description
01.015	Check Registers	<i>Retain 7 years, or until completion of satisfactory audit.</i>
01.016	Checks, cancelled	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
01.024	Deposits to Treasurer	<i>Retain until completion of satisfactory audit.</i>
01.030	Expenditures (estimated)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
01.034	Invoices and Vouchers	<i>Retain until completion of satisfactory audit unless related to Contract Files.</i>
01.147	Municipal audit supporting documentation	<i>Retain 7 years after final report and then destroy.</i> Audits of Municipal finances are generally conducted annually by an independent certified public accounting firm. Supporting documentation may include, but is not limited to, working papers, schedules, and reconciliations.
01.082	Payment to Treasurer, Schedule of (copy)	<i>Retain until completion of satisfactory audit.</i>
01.120	Prison-made Goods, List of	<i>Retain until superseded by receipt of new list.</i>
01.121	Prison-made Goods, Requisition for	<i>Retain until completion of satisfactory audit.</i>
01.123	Purchase Orders	<i>Retain until completion of satisfactory audit unless related to Contract Files.</i>
01.124	Purchase Requisitions	<i>Retain until completion of satisfactory audit unless related to Contract Files.</i>
01.131	Reserve Fund Transfer (RFT) Request	<i>Retain 1 year, provided satisfactory audit has been completed.</i>
01.133	Schedule of Departmental Payments to Treasurer	<i>Retain until completion of satisfactory audit.</i>

**Records in Common
Finance and Purchasing**

Schedule Number and Title	Total Retention	Schedule Description
01.134	Transfer of Funds	<i>Retain until completion of satisfactory audit.</i>
01.136	Vendor List	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
01.137	Vouchers – as approved by department head	<i>Retain until completion of satisfactory audit unless related to Contract Files.</i>
01.141	Work Sheets	<i>Retain until completion of satisfactory audit.</i>

Records in Common
General Administrative Schedules

Schedule Number and Title	Total Retention	Schedule Description
01.148	Bids documents - Services and supplies	<p><i>Retain 3 years from date bidding period closes.</i></p> <p>Includes Requests for Proposals</p>
01.149	Damaged or contaminated records	<p><i>Damaged materials: Contact the Archives for an assessment of damages, possible recourse, and remedies to prevent future occurrence report. If destruction is recommended: Retain Archives recommendation report, destruction certification and audit documentation, and inventory listings for 10 years.</i></p>
01.150	Directives - Originator's Record Copy	<p><i>Retain permanently.</i></p> <p>Directive by department head(s) or managers outlining policy to lower levels of authority. Recipient copies may be destroyed without Supervisor approval when no longer administratively useful.</p>
01.151	Directory listings and files	<p><i>Retain until superseded or not longer administratively necessary. Permission from Supervisor not required for destruction.</i></p> <p>Lists the current former employees and/or phone lists of contacts or service providers. Also includes mailing lists.</p>
01.152	Office procedures and instructions	<p><i>Destroy when superseded. Permission from Supervisor not required for destruction.</i></p> <p>Written procedures and instructions issued by departmental administration.</p>
01.153	Planners and calendars	<p><i>See sub-schedules for specific retention periods.</i></p> <p>The Planners or Calendars may be electronic or manual (paper), that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners or calendars for the duration of this retention period.</p>
01.153 (a)	Elected Officials, Executives, Department Heads and Directors or others in policy-making positions	<p><i>Some communities may decide that these records are historically significant and chose to review them for permanent retention. If records are determined to not be of historical significance, they can be destroyed when no longer administratively useful, without approval by Supervisor of Public Records.</i></p>

Schedule Number and Title	Total Retention	Schedule Description
01.153 (b)	Non-policy making positions	<i>Retain while administratively useful, then destroy. Permission from Supervisor of Public Records not required for destruction.</i>
01.154	Presentation materials	<i>Retain as long as administratively necessary, then destroy. Permission from Supervisor of Public Records not required for destruction.</i>
		Documents materials created for use in speeches, briefings, demonstrations, classes or seminars (e.g., slides overheads, flip charts, and handouts). Does not include commercially available materials.
01.155	Project Documentation files	<i>See sub-schedules for specific records retention periods.</i>
	01.155 (a) Case files	<i>Retain 7 years from end of project, then destroy.</i> Records may contain various working documentations pertaining to project(s) or individual subject(s). May include supporting subject documentation and finalized project documents such as final report, publication, etc.
	01.155 (b) Other files	<i>Retain until superseded, obsolete or rescinded, they destroy. Permission from Supervisor of Public Records not required for destruction.</i> Documents design, development, control and monitoring of a specific project or group of projects.
01.204	Public Relations and Communications records	<i>See sub-schedules for specific retention periods.</i> Documents the department's efforts to promote an effective and cooperative working relationship with the community and the public relating to projects, issues, and general work. Includes plans, proposals, outreach projects, articles, speeches, news and press releases, brochures, flyers, catalogs and related correspondence.
	01.204 (a) Substantive records reflecting decisions, issues, concerns, evens and publications	<i>Retain permanently.</i>
	01.204 (b) All other records	<i>Retain until administrative use ceases. Permission of Supervisor of Public Records not required for destruction.</i>

Schedule Number and Title	Total Retention	Schedule Description
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01.156 **Records management files - Municipal copies**

Retain 10 years from date of signed approval for destruction.

Documents the approval of retention and disposition schedules, approvals from the Supervisor of Public Records for disposal of records, and certificates of records disposal. Schedules and approvals are retained permanently with the Records Management Unit at the state level. Municipalities may set internal policies to retain their copies longer than dictated by this schedule.

01.157 **Staff and administrative meeting records - Record copy**

Retain three years from date of creation, then destroy.

These records may include meeting minutes, agendas, and distribution materials related to staff meetings, routine business operations, etc. Includes records of electronically held meetings of bodies without regulatory or decision-making powers. Non-record copies may be destroyed where they are no longer needed, without approval from Supervisor.

**Records in Common
Grants**

Schedule Number and Title	Total Retention	Schedule Description
01.198 Grants awarded by municipality		<i>See sub-schedules for specific retention periods.</i> This series documents the administration of programs to grant funds or aid to individuals, institutions, the community, or agencies based on predetermined qualifications and subsequent review. Includes documentation of grant program structure and policies, applications forms, interim and final reports and grant deliverables. Also includes accounting records related to dispersal of funds.
	01.198 (a) Grant program development and policy records including copies of blank forms	<i>Retain permanently.</i>
	01.198 (b) Final reports and project deliverables	<i>Retain permanently.</i>
	01.198 (c) All other records, including grant accounts payable records	<i>Retain for a minimum of six years, beginning on the first day after the final payment under the grant, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving the grant.</i>
<hr/>		
01.199 Grants received by municipality - Development and Proposal Records		<i>See sub-schedules for specific retention periods.</i> This series documents efforts to develop and submit grant proposals for outside funding. Including discussion notes, lists of potential topics, sample grant proposals from outside agencies, copies of rejected and accepted grant proposals and related correspondence.
	01.199 (a) Summary planning documents and proposals that reflect the direction of the agency	<i>Retain permanently.</i>
	01.199 (b) Unfunded grants	<i>Retain 3 years.</i>
	01.199 (c) All other records	<i>Retain until administrative use ceases. Permission from Supervisor of Public Records not required for destruction.</i>

01.200 **Grants received by municipality - Grant Administration Records**

See sub-schedules for specific retention periods.

This series documents all phases of the administration of federal and other grants, contracts, sponsored research projects, and agreements from negotiation to final performance. Includes negotiation issues documentation, memos of understanding, agreements, contracts, amendments, terms and conditions, budget proposals, and related correspondence.

01.200 (a) **Summary documents and final reports**

Retain permanently.

01.200 (b) **All other records including accounts receivable**

Retain for a minimum of six years, beginning on the first day after the final payment under the grant, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving the grant.

Records in Common
Historically Significant Records

Schedule Number and Title	Total Retention	Schedule Description
01.158	Historically significant correspondence files and subject files	
	<i>Retain permanently.</i>	Incoming and outgoing letters, memoranda, faxes, notes and their attachments containing administrative, fiscal, legal, intrinsic, evidential and/or informational value justifying permanent preservation These records explicitly include physical and digital formats.
01.159	Historically significant project documentation files	
	<i>Retain permanently.</i>	Documents design, development, control or monitoring of a specific project or group of projects, which are historically significant. May include Reports, Studies, Surveys, Models, and Analyses.
01.160	Historically significant public relations files	
	<i>Retain permanently.</i>	Documents information provided to the public and business or government communities. Includes statements, visual aids, news releases and news clippings regarding historically significant events.
01.161	Historically significant publications	
	<i>Retain permanently.</i>	One official copy of any historically significant publications.
01.162	Historically significant recordings, audio or video	
	<i>Retain permanently.</i>	Documents the collection of audio or visual recordings, created by or for a department, that are of an enduring historically significant nature or that describe the current function or organization of the department's major administrative units. Commercially available material may be included, if appropriate. Does not include records used in lieu of minutes or as temporary transcripts of meetings.

Records in Common Information Technology

Schedule Number and Title	Total Retention	Schedule Description
01.163	Access Control records	<i>Delete when no longer administratively useful. Permission from Supervisor of Public Records not required for destruction.</i> Records documenting access controls to computers, programs, files or computer security areas or records.
01.164	Computer System Test records	<i>Retain 3 years, then destroy.</i> Documents created only to test computer, system or program performance.
01.165	Internet Access Policies and Agreements	<i>Retain agreements only for active users. Non-active user agreements may be destroyed. Permission from Supervisor of Public Records not required for destruction.</i> These documents define the terms of use and access of the Internet, information technology resources, access to the network, etc. The documents are used to generate user accounts.
01.166	Programs, Program Documentation, and Instructions	<i>Retain until all electronic records creating using the programs have been destroyed or converted to another program or format; then delete or destroy. Permission from Supervisor of Public Records not required for destruction.</i> Operating programs, application programs and their supporting documentation. Electronic or paper documents required to enable data entry, maintenance, manipulation or retrieval of information computers.
01.167	Security Access forms	<i>Retain until authorization is revoked or changed. Permission from Supervisor of Public Records is not required for destruction.</i> These forms identify personnel who are authorized to access municipal computer systems.
01.168	Security Backup and Recovery Copies of Electronic records or programs	<i>Retain off-site until replaced or superseded, then delete. Permission from Supervisor of Public Records not required for destruction.</i> These are copies of master databases, structured program data, and unstructured data, and are created as redundant datasets used to restore systems only in the case of emergencies, and they are overwritten on a regular basis. Includes copies of programs or instructions necessary to retrieve copies information. These files are defined as "non-records."
01.169	Software License Agreements	<i>Retain agreement until expired, then destroyed. Permission from Supervisor of Public Records not required for destruction.</i> These agreements define how many users are licensed to access each software application.

Records in Common Information Technology

Schedule Number and Title	Total Retention	Schedule Description
01.170	Source code	<i>Maintain all version until the source code is superseded or application is replaced. Permission from Supervisor of Public Records not required for destruction.</i> Automated program code, which generates the machine-language instructions used to operate an automated information system.
01.171	System Management or Control records	<i>Delete when no longer administratively useful. Permission from Supervisor of Public Records not required for destruction.</i> Logs, journals, reports and other supporting paperwork required to operate, manage and control computer systems. Records involving solely with administration of a system.
01.172	Technology Network Maps and Documentation	<i>Retain until superseded, then destroy. Permission from Supervisor of Public Records not required for destruction.</i> These records are used to map and define the technology infrastructure and the wiring of phone lines. They may include security information, identification numbers, and passwords and should be protected appropriately.
01.173	Technology Service Requests	<i>Retain current fiscal year or until no longer administratively useful, whichever is longer, then destroy. Permission not required from Supervisor of Public Records for destruction.</i> This record is used to document problems with equipment and to generate repair tickets. It may contain the user name, a description of the problem, the location of the equipment, and date and time the request was received and resolved, etc.
01.174	Technology Training	<i>Retain 3 years, then destroy.</i> The information technology staff may conduct training about the use of computer software or equipment. These files may also contain curricula materials.

Records in Common Legal

01.175 Complaints against the municipality leading to changes in Official Policy or Procedures

Retain permanently.

Documents complaints against municipality or its departments, offices, agencies, boards, commissions or public authorities. Includes complaints, investigatory materials, and related correspondence.

01.176 Ethics and Conflict of Interest records

See sub-schedules for specific descriptions and retention periods.

01.176 (a) Annual Acknowledgment of Receipt of Summary of the Conflict of Interest Law

Retain 6 years.

For full description of this record, please see the Conflict of Interest Law Education Training Guidelines on the mass.gov website.

01.176 (b) Expired Certificates of Completion of online ethics training

Retain 6 years.

For full description of this record, please see the Conflict of Interest Law Education

01.177 Legal Case records - Finite value

Retain until 7 years after final decisions or closure, then destroy.

Records documenting legal actions brought against the municipality and any litigation to which the municipality is a party; all case records other than those defined as legal case records of permanent value.

01.178 Legal Case records - Permanent value

Retain permanently.

Records documenting legal actions brought against the municipality and any litigation to which the municipality is a party. Documents the municipality's role in the litigation of cases involving the municipality or its business where a complaint has been filed in court, and where cases are deemed landmark, policy-setting or newsworthy. Includes investigative materials, attorney work product, evidence, motions and briefs, proceeding transcripts, decisions and determinations, court materials, and related correspondence. Includes summary case lists or dockets.

01.179 Legal Opinion records

Retain permanently.

Documents the agency's role in the process to develop, request, respond to, or present opinions on legal matters directly relating to agency programs or functions. Includes legislative background materials, legal counsel opinions, Attorney General requests and opinions, Supervisor of Public Records requests and opinions, notes and related correspondence.

01.180 Tort Claim records

Retain 3 years after resolution and then destroy.

Documents complaints which may result from accidents or other claims made against the municipality. Includes accident reports for personal injuries, property damage claims, and other incidents, or provides details about any unexpected incidents on municipal premises or property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, action taken, recommendations to prevent re-occurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. Includes incident or accident reports, investigation reports, photographs, depositions, settlement and insurance documentation, and related correspondence.

Records in Common Licenses and Permits

Schedule Number and Title	Total Retention	Schedule Description
01.035	Licenses and Permits, Applications for <i>Retain 1 year after closing or change of owner.</i>	
01.036	Licenses and Permits, Auctioneers <i>Permanent.</i>	
01.037	Licenses and Permits, Billiard Saloons <i>Permanent.</i>	
01.038	Licenses and Permits, Bowling Alleys <i>Permanent.</i>	
01.039	Licenses and Permits, Carousels <i>Permanent.</i>	
01.040	Licenses and Permits, Dog Licenses <i>Retain until completion of satisfactory audit. Retain record thereof for 2 years.</i>	
01.041	Licenses and Permits, Druggist <i>Retain 7 years after termination.</i>	
01.042	Licenses and Permits, Exhibitions (Firefighting) <i>Permanent.</i>	
01.043	Licenses and Permits, Ferris Wheels <i>Permanent.</i>	
01.044	Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (a) Licenses <i>Permanent.</i>	
01.045	Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (b) Renewals (certificates of annual registration) <i>Retain 7 years.</i>	
01.046	Licenses and Permits, Hunting, Fishing, Trapping and Sporting Licenses, Monthly Return of <i>Retain until completion of satisfactory audit.</i>	
01.047	Licenses and Permits, Inclined Railways <i>Permanent.</i>	

Records in Common Licenses and Permits

Schedule Number and Title	Total Retention	Schedule Description
01.048	Licenses and Permits, Inn holder <i>Retain 7 years after termination.</i>	
01.049	Licenses and Permits, Junk Collectors <i>Permanent.</i>	
01.050	Licenses and Permits, Junk Dealers <i>Permanent.</i>	
01.051	Licenses and Permits, Kennel Licenses <i>Permanent.</i>	
01.052	Licenses and Permits, License Book <i>Permanent.</i>	
01.053	Licenses and Permits, Log Book (where applicable) <i>Permanent.</i>	
01.054	Licenses and Permits, Mobile Home Parks <i>Retain 1 year. Annual renewal is required.</i>	
01.055	Licenses and Permits, Pawnbrokers <i>Permanent.</i>	
01.056	Licenses and Permits, Picnic Groves <i>Permanent.</i>	
01.057	Licenses and Permits, Pool Rooms <i>Permanent.</i>	
01.058	Licenses and Permits, Raffles and Bazaars (a) Applications for <i>Permanent.</i>	
01.059	Licenses and Permits, Raffles and Bazaars (b) Report <i>Retain until completion of satisfactory audit.</i>	
01.060	Licenses and Permits, Record of <i>Permanent.</i>	
01.061	Licenses and Permits, Renewal Affidavit <i>Permanent.</i>	

**Records in Common
Licenses and Permits**

Schedule Number and Title	Total Retention	Schedule Description
01.062 <i>Permanent.</i>	Licenses and Permits, Roller Skating Rinks	
01.063 <i>Permanent.</i>	Licenses and Permits, Secondhand Articles	
01.064 <i>Permanent.</i>	Licenses and Permits, Shellfish	
01.065 <i>Permanent.</i>	Licenses and Permits, Stallion Breeding Certificates	
01.066 <i>Permanent.</i>	Licenses and Permits, Statement of Interest	
01.067 <i>Permanent.</i>	Licenses and Permits, Steam-Power Boats for Hire	
01.068 <i>Retain until completion of satisfactory audit.</i>	Licenses and Permits, Stubs	

**Records in Common
Open Meeting Law**

Schedule Number and Title	Total Retention	Schedule Description
01.070	Open Meeting Law: Complaints (Other than Open Meeting Law Complaints)	<i>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.</i> Includes complaints against the public body other than complaints violations of MGL c. 30A, §§18-25.
01.071	Open Meeting Law: Correspondence	<i>Refer to "Correspondence" in this schedule for retention period requirements.</i> 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.
01.072	Open Meeting Law: Documents, Exhibits, or Other Records Used by a Public Body	<i>(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.</i> 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).
01.073	Open Meeting Law: Meeting Agendas	<i>Retain 1 year.</i> Includes final documents provided to members of the public body listing the topics and order in which topics will be considered.
01.074	Open Meeting Law: Meeting Minutes	<i>Permanent.</i> 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.
01.075	Open Meeting Law: Meeting Notices	<i>Retain 1 year.</i> Includes the final, publicly posted version of all notices for meetings of public bodies.
01.076	Open Meeting Law: Notice to Individuals	<i>Retain 6 years.</i> 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).

**Records in Common
Open Meeting Law**

Schedule Number and Title	Total Retention	Schedule Description
01.077	Open Meeting Law: Open Meeting Law Certifications	<i>Retain 6 months from the final day of the member's term of office.</i> 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.
01.078	Open Meeting Law: Open Meeting Law Complaints	<i>Retain 3 years.</i> 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.
01.079	Open Meeting Law: Recordings of Meetings for Public Television Access	<i>Retain 6 months.</i> 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.
01.080	Open Meeting Law: Recordings of Meetings for Use in Drafting Minutes	<i>Retain until final minutes are approved or administrative use ceases, whichever occurs later.</i> 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	<i>Retain until superseded by new versions of educational materials.</i> Includes educational materials provided to members of public bodies pursuant to MGL c. 30A, §19(b).

**Records in Common
Other Schedules**

Schedule Number and Title	Total Retention	Schedule Description
01.001 Abutters List <i>Retain 1 year</i>		Retention after supercession and 20-day appeal period.
01.005 Annual Report <i>Permanent.</i>		
01.006 Audio Tapes, Hearings <i>Retain 1 year following expiration of appeals period.</i>		
01.007 Audio/Visual tape or Digital Recordings, security and surveillance tapes <i>Retain 1 month.</i>		
01.023 Data Processing Input Forms <i>Retain until verification of outputs.</i>		
01.031 Incident Reports <i>Retain 3 years.</i>		
01.032 Insurance Policies <i>Retain 7 years after expiration of policy.</i>		
01.119 Plans (referred to in Decisions) <i>Permanent if not filed with clerk.</i>		
01.122 Public Records Request Form <i>Retain 3 years.</i>		

**Records in Common
Personnel**

Schedule Number and Title	Total Retention	Schedule Description
01.181	Benefit Detail reports	<i>Retain until superseded or obsolete plus 7 years, then destroy.</i>
01.184	Direct Payroll Deposit - Other records	<i>Retain until obsolete or superseded plus 7 years, then destroy.</i> Enrollees Detail Data; Hash Sheet; Pre-note Data; Transmittal listings
01.182	Direct Payroll Deposit Authorization	<i>Retain until superseded or obsolete plus 7 years, then destroy.</i>
01.183	Direct Payroll Deposit Authorization - Cancellation	<i>Retain until obsolete or superseded plus 7 years, then destroy.</i> Enrollees detail data; hash sheet; pre-note date; and transmittal listings
01.185	Emergency Contacts	<i>Retain until superseded or obsolete, then destroy.</i> These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.
01.186	Employee Injury Records - Exposure	<i>Retain while individual is employed by municipality plus 30 years, then destroy.</i> These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc.
01.187	Employment Verification forms	<i>Retain 30 days from date of creation, then destroy.</i> These forms are received from mortgage or credit companies that want to verify the employment status of an employee.

Schedule Number and Title	Total Retention	Schedule Description
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01.188 **I-9 files**

01:8 CFR 274 a.2 (1998) requires that employers maintained signed copies of I-9 forms for three years after the date of hire or one year after termination, whichever is later.

Federal form I-9 includes verification by employers of identity and immigration status of all new employees.

01-189 **Internal Revenue Service (IRS) records**

Retain until obsolete or superseded plus 3 years, then destroy.

This series contains: 1099-INT941-Employer's Quarterly Return W-2-Employer's Copies of Federal Withholding Tax Statement W-4-employees Withholding Exemption Certificates W-9-Request for taxpayer ID Number and Certification Series

01.190 **Labor Relations - Collective Bargaining Agreements and Negotiations**

Retain permanently.

These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Employees may have individual contracts that are maintained in their personnel file. Separate files are maintained for each employee negotiating groups.

01.191 **Labor Relations - Grievances**

Retain until the grievance is resolved, plus seven years, then destroy.

These files document employee grievances against the municipality and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc.

01.192 **Labor Relations - Seniority lists**

Retain permanently.

These documents are sent to union presidents for notifications of seniority status.

01.069 **Mileage Reports**

Retain until completion of satisfactory audit.

01.193 **Payroll Administration records**

Retain until obsolete or superseded plus 7 years, then destroy.

Documents the daily routine administration and reporting of payroll related matters. Includes payroll warrants, monthly reports, and related correspondence. Includes: Salary and Benefit Schedules; Payroll Reports (various reports are generated after paychecks are issued to verify the accuracy of the payroll, including payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.); Authorization for payroll deductions; Records of Attachments or garnishment of wages or salaries.

Schedule Number and Title	Total Retention	Schedule Description
01.083	Payroll Sheets (Departmental)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
01.194	Payroll Supporting Documents and Reports	<i>Retain 7 years after completion of all audits, then destroy.</i> Documentation of status of and adjustments to payroll accounts. Includes substitute time reports.
01.084	Payroll, Registers	<i>Retain until completion of satisfactory audit, provided information is recorded in quarterly report.</i> <i>See Personnel, Payroll, Quarterly Reports (23.21).</i>
01.085	Personnel, (a) Employment Applications (Hired)	<i>Retain 20 years after termination of employment.</i>
01.086	Personnel, (b) Employment Applications (Unhired)	<i>Retain 1 year following filling of position or cancellation of vacancy, whichever is later.</i>
01.087	Personnel, (c) Earning Records	<i>Permanent.</i>
01.088	Personnel, (d) Personnel Files Other than Earning Records	<i>Retain 20 years after termination of employment.</i>
01.089	Personnel, Accident Report Forms	<i>Retain 3 years.</i>
01.090	Personnel, Accident Reports (a) Personal Injury	<i>Retain 7 years.</i>
01.091	Personnel, Accident Reports (b) Property Damage	<i>Retain 3 years.</i>
01.201	Personnel, Annual benefits and insurance enrollment forms	<i>Retain 1 year after policy is terminated or superseded.</i>

Schedule Number and Title	Total Retention	Schedule Description
01.092	Personnel, Appointment Certificates	<i>Retain 20 years after termination (personnel file 23.50).</i>
01.093	Personnel, Attendance Report	<i>Retain for 20 years after termination</i>
01.094	Personnel, Authorized Leave Report	<i>Retain 3 years.</i>
01.095	Personnel, Civil Service Approvals	<i>Retain 20 years after termination</i>
01.096	Personnel, Civil Service Forms	<i>Retain 20 years.</i>
01.097	Personnel, Court Witness Travel Expense	<i>Retain until completion of satisfactory audit.</i>
01.098	Personnel, Daily Assignment Sheets	<i>Retain 3 years.</i>
01.099	Personnel, Drill Reports	<i>Retain 3 years.</i>
01.100	Personnel, Earning Reports	<i>Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer, otherwise retain 60 years.</i>
01.101	Personnel, Equipment Loan Report (for Long Term Use)	<i>Retain until return of equipment.</i>
01.102	Personnel, Group Insurance Reports (Blue Cross etc.)	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
01.103	Personnel, Individual Training Report	<i>Retain 7 years after termination of personnel.</i>
01.203	Personnel, Intern and Volunteer records	<i>Retain 6 years after separation.</i> Documents individual volunteer and intern involvement and agency. Includes resumes, applications, agreements, work plans and related correspondence.
01.104	Personnel, Leave Reports (Authorized)	<i>Retain 3 years.</i>
01.105	Personnel, Overtime Reports	<i>Retain 3 years.</i>
01.106	Personnel, Payroll Deduction Reports	<i>Retain until administrative use ceases if record copy is kept centrally e.g., by Treasurer, otherwise retain until completion of satisfactory audit.</i>
01.107	Personnel, Payroll, Quarterly Reports	<i>Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer. Otherwise, retain 60 years.</i>
01.108	Personnel, Payroll, Weekly, Bi-weekly or Monthly Payroll	<i>Retain until completion of satisfactory audit provided recorded elsewhere in a summary record. See Payroll, Quarterly Reports.</i>
01.109	Personnel, Performance Bonds	<i>Retain 7 years.</i>
01.110	Personnel, Personnel Files	<i>Retain 20 years after termination.</i>
01.202	Personnel, Recruitment records	<i>Retain 3 years after hiring process is closed.</i> Documents the process to hire new employees. Includes job postings and advertisements for open positions.

Schedule Number and Title	Total Retention	Schedule Description
01.111	Personnel, Sick Leave Reports	<i>Retain 3 years.</i>
01.112	Personnel, Tax Exemption Certificates	<i>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.</i>
01.113	Personnel, Tax Withholding Statements	<i>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.</i>
01.114	Personnel, Time Sheets	<i>Retain 3 years following completion of satisfactory audit.</i>
01.115	Personnel, Training Report for Individual Employees	<i>Retain 1 year if copy is filed in personnel file; otherwise retain 7 years after termination of employee.</i>
01.116	Personnel, Vacation Report	<i>Retain 3 years.</i>
01.117	Personnel, Weekly Personnel Report	<i>Retain 5 years.</i>
01.118	Physician's Accident Report	<i>Retain 7 years.</i>
01.195	Position Re-classification	<i>Retain seven years from date of resolution, then destroy.</i> These files contain requests from an employee to have a position reclassified, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.
01.132	Retirement Board, Reports to	<i>Retain until completion of satisfactory audit.</i>

Schedule Number and Title	Total Retention	Schedule Description
01.135	Travel Expense Reports	<i>Retain until completion of satisfactory audit.</i>
01.196	Unemployment Claims	<p data-bbox="71 373 818 407"><i>Retain 3 years from date of creation, then destroy.</i></p> <p data-bbox="71 411 1536 480">This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes.</p>
01.197	Workers Disability Compensation files	<p data-bbox="71 562 1516 632"><i>Files: Retain until the claim is settled plus seven years, then destroy. Reports: Retain seven years from the date of creation, then destroy.</i></p> <p data-bbox="71 646 1555 783">Files: These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident or injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file.</p> <p data-bbox="71 787 1555 854">Reports: These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.</p>

**Records in Common
Receipts and Receipt Books**

Schedule Number and Title	Total Retention	Schedule Description
01.125 Receipt Book		<i>Retain until completion of satisfactory audit.</i>
01.126 Receipts		<i>Retain until completion of satisfactory audit.</i>
01.127 Receipts (estimated annual)		<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
01.128 Receipts for Preceding Year, Notice of		<i>Retain until completion of satisfactory audit.</i>
01.129 Receipts, Daily		<i>Retain until completion of satisfactory audit.</i>
01.130 Receipts, Schedule of		<i>Retain until completion of satisfactory audit.</i>

**Records in Common
Warrants**

Schedule Number and Title	Total Retention	Schedule Description
01.033	Invoice Warrants	<i>Retain until completion of satisfactory audit.</i>
01.138	Warrants – as signed by select board or the like	<i>Permanent.</i>
01.139	Warrants, Farm Animal, Equipment and Machinery Excise. Form 57FAE-ME	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
01.140	Warrants, Various Warrants to Collector	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i> Includes all taxes, excises, betterments, special assessments liens (actual, original, omitted, revised, supplemental, reassessed, apportioned, added to tax, special, recommitted).

**Municipal Records Retention Schedule
Agency/Accountant and Auditor**

Schedule Number and Title	Total Retention	Schedule Description
02.001	Accountant, Appointment of	<i>Permanent.</i>
02.002	Accountant, Oath of	<i>Permanent.</i>
02.003	Appropriation Statements, Monthly. Form AD 18	<i>Retain until completion of satisfactory audit.</i>
02.004	Appropriation, Notice of Expended	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
02.005	Appropriation, Notice of Transfer	<i>Retain until completion of satisfactory audit.</i>
02.006	Appropriations, Table of Estimated	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
02.007	Assistant, Appointment of	<i>Permanent.</i>
02.008	Assistant, Oath of	<i>Permanent.</i>
02.009	Bills Payable, Schedule of Departmental. Form AD 32, 33	<i>Retain until completion of satisfactory audit.</i>
02.010	Bills Receivable, Schedule of. Form AD 34, 35	<i>Retain until completion of satisfactory audit.</i>
02.011	Cash Book	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>

Schedule Number and Title	Total Retention	Schedule Description
02.012	Cash Sheets, Collector's. Form AD 26	<i>Retain until completion of satisfactory audit.</i>
02.013	Creditors, Notice of	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
02.014	Debt Record. Form AD 14	<i>Retain 7 years after debt retired, provided a satisfactory audit has been completed.</i>
02.015	Disallowance, Notices of	<i>Retain until completion of satisfactory audit.</i>
02.016	Expenses, Report of Estimated	<i>Permanent.</i>
02.017	Journal	<i>Permanent.</i>
02.018	Laws, State	<i>Retain until administrative use ceases.</i>
02.019	Ledger, Appropriation. Form AD 8	<i>Retain 10 years.</i>
02.020	Ledger, Cemetery Trust Fund	<i>Permanent.</i>
02.021	Ledger, Classification. Form ADC 1-48	<i>Retain 10 years.</i>
02.022	Ledger, Debt	<i>Retain 7 years after debt retired, provided a satisfactory audit has been completed.</i>
02.023	Ledger, General. Form AD 3, 7	<i>Retain 10 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
02.024	Ledger, Retirement	<i>Retain 10 years.</i>
02.025	Motor Vehicle and Trailer Excise Tax Abatements, Monthly List of. Form AD 73	<i>Retain until completion of satisfactory audit.</i>
02.026	Motor Vehicle and Trailer Excise Tax Refunds, Schedule of. Form AD 74	<i>Retain until completion of satisfactory audit.</i>
02.027	Payments to Treasurer, Schedule of Collector's. Form AD 7, 8, 397	<i>Retain until completion of satisfactory audit.</i>
02.028	Payments to Treasurer, Schedule of Departmental. Form AD 9, 10	<i>Retain until completion of satisfactory audit.</i>
02.029	Property Tax Abatements, Monthly List of. Form AD 12	<i>Retain until completion of satisfactory audit.</i>
02.030	Tax Title Accounts. Form CD 1	<i>Retain until completion of satisfactory audit, after final disposition of account.</i>
02.031	Taxation, Notice of Amount to be Raised by	<i>Retain until administrative use ceases.</i>
02.032	Temporary Officer, Appointment of	<i>Permanent.</i>
02.033	Temporary Officer, Bond for	<i>Retain 7 years from termination of service.</i>
02.034	Temporary Officer, Oath of	<i>Permanent.</i>
02.035	Trail Balance Book	<i>Retain until administrative use ceases.</i>

Schedule Number and Title	Total Retention	Schedule Description
02.036	Treasurer's Receipts, Schedule of. Form AD 11	<i>Retain until completion of satisfactory audit.</i>
02.037	Vouchers, Schedules of Bills Payable and Payroll, as submitted by departments	<i>Retain until completion of satisfactory audit unless related to Contract Files.</i>
02.038	Vouchers. Form AD 19	<i>Retain until completion of satisfactory audit.</i>
02.039	Warrants, Bill and Payroll, Form C1, C1, T1, T2, as signed by the select board or the like	<i>Retain until final settlement of levy or completion of satisfactory audit, whichever is later.</i>
02.040	Water Charges Abated, Monthly List of. Form AD 37. Applies to any utility charges (sewer, solid waste etc.).	<i>Retain until completion of satisfactory audit.</i>

**Municipal Records Retention Schedule
Agency/Board of Appeals**

Schedule Number and Title	Total Retention	Schedule Description
03.001	Applications (a) Appeals	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.002	Applications (b) Comprehensive Permits	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.003	Applications (c) Special Permits	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.004	Applications (d) Variances	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.005	Appointment of Zoning Administrator	<i>Permanent.</i>
03.006	Decisions on (a) Appeals	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
03.007	Decisions on (b) Comprehensive Permits	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
03.008	Decisions on (c) Special Permits	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
03.009	Decisions on (d) Variances	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
03.010	Decisions on (e) Decisions of Zoning Administrator	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
03.011	Notice For Public Hearings (a) Appeals	<i>Retain 1 year following expiration of 20-day appeal period.</i>

Schedule Number and Title	Total Retention	Schedule Description
03.012	Notice For Public Hearings (b) Comprehensive Permits	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.013	Notice For Public Hearings (c) Special Permits	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.014	Notice For Public Hearings (d) Variances	<i>Retain 1 year following expiration of 20-day appeal period.</i>
03.015	Petty Cash Records	<i>Retain until completion of satisfactory audit.</i>
03.016	Rules and Regulations (a) Board of Appeals	<i>Permanent.</i>
03.017	Rules and Regulations (b) Board of Appeals Acting as Special Permit Granting Authority	<i>Permanent.</i>

Municipal Records Retention Schedule
Agency/Board of Assessors

Schedule Number and Title	Total Retention	Schedule Description
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.	<i>Retain 3 years.</i>
04.002	Abatement, Applications for. Form 126, 127, 128, 129; retention following satisfactory audit and completion of all appeals.	<i>Retain 3 years.</i>
04.003	Abatement, Certificates of. Form 146, 146B, 147; retention following satisfactory audit and completion of all appeals.	<i>Retain 3 years.</i>
04.004	Abatements, Card Files of	<i>Retain 3 years.</i>
04.005	Agricultural or Horticultural and Recreational Land Classification Files	<i>Retain for 10 years after following later of audit or final settlement of levy audit.</i> 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)
04.006	Alphabetical File	<i>Retain until administrative use ceases.</i>
04.007	Amended Tax Base Growth Summary (including Tax Base Growth Parcel Listing). Form LA-13A	<i>Retain 5 years.</i>
04.008	Appellate Tax Board (ATB) case files	<i>Retain 3 years.</i> 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	<i>Retain 3 years.</i>
04.010	Assessment/Classification Report. Form LA-4	<i>Retain 5 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
04.011	Assessors' Tax Maps	<i>Permanent.</i>
04.012	Authorization to Issue Preliminary Tax Bills	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.013	Betterments, Card Records of	<i>Retain for the duration of the apportionment.</i>
04.014	Building Permits	<i>Retain until administrative use ceases.</i>
04.015	Certification of Unpaid Betterment Liens. Form 261	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.016	Classification Tax Rate Allocation. Form LA-5	<i>Retain until approval of new tax rate.</i>
04.017	Collector's Schedule of Uncollectible Excises. Form 166/380 – MVE/BE	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.018	Cooperative Assessing Agreement	<i>Retain 7 years following termination of agreement.</i>
04.019	County Commissioners' Notification to Assessors	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.020	Data Processing Input Forms	<i>Retain until verification of outputs.</i>
04.021	Deed and Title Abstracts	<i>Retain until administrative use ceases.</i>
04.022	Department of Revenue Directives and Guidelines	<i>Retain until superseded.</i>

Schedule Number and Title	Total Retention	Schedule Description
04.023	Divided Assessment, Notice of	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.024	Equalized Valuation LA-3 Status Report	<i>Retain 3 years.</i>
04.025	Estimated Growth Report	<i>Retain 5 years.</i>
04.026	Exemption, Certificates of	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.027	Exemptions for Charitable Organizations, Application Files (includes 3ABC and Annual Reports)	<i>Retain 3 years following audit following final settlement of levy following termination of exemption.</i>
04.028	Exemptions for Persons, Application Files, including Motor Vehicle Excise	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.029	Exemptions, Card Files of	<i>Retain 3 years.</i>
04.030	Forest Land Classification Files	<i>Retain for 10 years after following later of audit or final settlement of levy audit.</i> 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)
04.031	Forms of List. Form 2, 2HF	<i>Retain 3 years.</i>
04.032	Geographic (Street) File	<i>Retain until administrative use ceases.</i>
04.033	Income and Expense Statements	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
04.034	Land Court Records	<i>Retain until administrative use ceases.</i>
04.035	List of Tax Bills Which Merit Exemption	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.036	Minimum Residential Factor Computation Form. Form LA-7	<i>Retain until approval of new tax rate.</i>
04.037	Monthly List of Abatements of Motor Vehicle and Trailer Excise (to Accountant). Form 156	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.038	Monthly List of Taxes Abated, Real Estate and Personal Property. Form 155	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.039	Municipal Liens and Releases	<i>Retain 1 year after recording of release.</i>
04.040	Notice from Collector that Certain Taxes Cannot be Collected. Form 380, 380A	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.041	Notice of Assessment. Form 1	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.042	Notice of Commitment (to Accountant). Form 54	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.043	Notification of Acceptance (of Section of Chapter, to Commissioner)	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.044	Notification of Collector's Bond	<i>Retain until expiration of bond.</i>
04.045	Office Expense Records	<i>Retain until completion of satisfactory audit.</i>

Schedule Number and Title	Total Retention	Schedule Description
04.046	Omitted and Revised Assessment Report	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.047	Owners Unknown, Request for Approval to Assess to	<i>Retain 1 year after Decree of Foreclosure by Land Court.</i>
04.048	Personal Property Tax. Form 37S	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.049	Pro Forma Recapitulation	<i>Permanent.</i>
04.050	Probate Records	<i>Retain until administrative use ceases.</i>
04.051	Property History (Street or Legal) Cards	<i>Permanent.</i>
04.052	Property Record Cards	<i>Retain until completion of two revaluation cycles.</i>
04.053	Property Sales Report. Form LA 3	<i>Retain 3 years.</i>
04.054	Real Estate Subsequently Divided, Notice of Apportionment of Taxes on	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.055	Real Estate Tax. Form 38S	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.056	Records of Abatement. Form 151	<i>Permanent.</i>
04.057	Reference Files (including Manuals and Text Books)	<i>Retain until administrative use ceases.</i>

Schedule Number and Title	Total Retention	Schedule Description
04.058	Refusal to Abate Property Tax, Notice of. Form 135, 135E, 136	<i>Retain 3 years.</i>
04.059	Reimbursement Records, All Exemptions	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.060	Report of All Exemptions Granted (to Commissioner)	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.061	Return to Assessors, Boats Ships and Vessels. Form 2BE-1	<i>Retain 3 years.</i>
04.062	Sales Questionnaires	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
04.063	Schedule of Departmental Payments to Treasurer. Form AD-10	<i>Retain until completion of satisfactory audit.</i>
04.064	Schedule of Uncollected Motor Vehicle and Trailer Excise Taxes (to Commissioner). Form 386	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.065	Separate Tax Bills, Record of Real Estate Assessments for	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.066	State and County Taxes, Payment of	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.067	State Treasurer's Notification to Assessors	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.068	State-owned Land, Commissioner's Notification to Assessors of his Determination of Value of	<i>Retain 5 years.</i>
04.069	State-owned Land, Request from Commissioner for Assessors to Notify of Assessed Value of	<i>Retain 5 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
04.070	Tax Base Growth Summary (including all supporting documentation). Form LA-13	<i>Retain 5 years.</i>
04.071	Tax Bills, Notifications and Demands (Assessors' copies)	<i>Retain until completion of satisfactory audit.</i>
04.072	Tax Deferral Files	<i>Retain 1 year following release of lien.</i>
04.073	Tax Rate Recapitulation. Form 31C	<i>Permanent.</i>
04.074	Total Valuation of All Property. Form LA-2	<i>Retain until approval of new tax rate.</i>
04.075	Uncollectible Taxes, Certification of Abatement. Form 166	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.076	Valuation Lists, (a) Motor Vehicle and Trailer	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
04.077	Valuation Lists, (b) all but Motor Vehicle and Trailer	<i>Permanent.</i>
04.078	Water and Sewer, Unpaid Lien Added to Taxes	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i> <i>Applies to all license added to a tax, e.g., municipal charges, fines, water, solid waste, sewer, demolition, light plant, etc.</i>

**Municipal Records Retention Schedule
Agency/Board of Health/**

Schedule Number and Title	Total Retention	Schedule Description
05.001	Animal Inspector, Records of Inspection by	<i>Permanent.</i>
05.002	Animal, Certificate of Healthy Condition; retention by Animal Inspector.	<i>Permanent.</i>
05.003	Animal, Notice of Quarantine of Domestic; retention by Animal inspector.	<i>Permanent.</i>
05.004	Building Report - Animal Inspector to Director	<i>Retain 1 year, provided copy recorded permanently in records of Animal Inspector.</i>
05.005	Burial or Removal Permit. Form R-309	<i>Permanent.</i>
05.006	Cemeteries, Approval of Public (including plans thereof)	<i>Permanent.</i>
05.007	Communicable Disease among Animals, Notice of	<i>Permanent.</i>
05.008	Communicable Disease History Sheet	<i>Retain 3 years following inactive status.</i>
05.009	Communicable Disease, Notice of Carcass Infected with	<i>Permanent.</i>
05.010	Communicable Disease, Records of (ledger)	<i>Permanent.</i>
05.011	Communicable Disease, Weekly Report of Deaths	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
05.012	Contacts with Living Patients	<i>Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.</i>
05.013	Deceased Contacts, Records of	<i>Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.</i>
05.014	Deceased Patients, Records of	<i>Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.</i>
05.015	Dental Examination Records	<i>Retain 1 year after inactive status.</i>
05.016	Direct Patient Care Service, Records of (including Primary Care Center)	<i>Retain 30 years.</i>
05.017	Food Establishments and Bakeries, Floor Plans of	<i>Retain 1 year after closing or change of owner.</i>
05.018	Health Assessments	<i>Retain 1 year after referral to physician or inactive status.</i>
05.019	Immunization, Records of (excluding Influenza, see below)	<i>Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.</i>
05.020	Index Cards	<i>Retain 30 years.</i>
05.021	Influenza Immunization, Records of	<i>Retain 7 years, unless regulated by other statutory requirements.</i>
05.022	Inspection Reports	<i>Retain until superseded by subsequent report.</i>

Schedule Number and Title	Total Retention	Schedule Description
05.023	Living Contacts of Deceased Patients, Records of	<i>Retain 7 years.</i>
05.024	Milk Inspector, Records of	<i>Permanent.</i>
05.025	Noisome Trades, Assignment of Place for (approved plan must exist with a letter and map)	<i>Permanent.</i>
05.026	Nuisance, Notice/Order to Abate	<i>Retain 1 year.</i>
05.027	Occupancy, Certificate of	<i>Retain until next certificate is issued.</i>
05.028	Physicians' Orders	<i>Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.</i>
05.029	Reports from Hospitals and Clinics	<i>Retain 7 years.</i>
05.030	Rules and Regulations	<i>Permanent.</i>
05.031	Sanitary Landfill, Assignment of Plans for	<i>Permanent.</i>
05.032	Sanitary Landfill, Plan for	<i>Permanent.</i>
05.033	School Health Records	<i>Retain 5 years after graduation or departure from school system.</i>

Schedule Number and Title	Total Retention	Schedule Description
05.034	Screening, Records of (a) Positive Test	<i>Retain 1 year after referral to physician or inactive status.</i> Including tuberculosis, lead poisoning, and related testing programs
05.035	Screening, Records of (b) Negative Test	<i>Retain until administrative use ceases.</i> Including tuberculosis, lead poisoning, and related testing programs
05.036	Slaughter House, Approval of Operation of	<i>Permanent.</i>
05.037	Subdivision Plan to Planning Board, Report of Definitive	<i>Permanent.</i>
05.038	Subdivision Plan, Definitive	<i>Permanent.</i>
05.039	Subdivision Plan, Notice of Approval/Disapproval	<i>Permanent.</i>
05.040	Subdivision Plan, Preliminary	<i>Permanent.</i>
05.045	Subsewer Disposal System records (Title 5)	<i>See sub-schedules for specific retention periods.</i> The Approving Authority shall maintain records for each system within its jurisdiction and shall keep on file copies of the documents listed in sub-sections below. This is determined in conjunction with the Department of Environmental Protection regulations (Title 5).
05.045 (a)	Applications, plans and specifications for the construction, upgrade or expansion of on-site subsurface sewage disposal systems, including all forms and data submitted by the applicant and Soil Evaluator	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>

Schedule Number and Title	Total Retention	Schedule Description
05.045 (b)	Disposal system construction permits	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (c)	As-built plans indicating all modifications to the approved plans subsequent to the issuance of a Disposal System Construction Permit	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (d)	Reports of construction inspections made prior to issuance of a Certificate of Compliance	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (e)	Certificates of Compliance issued or denied	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (f)	Inspection forms, plans and specifications for the upgrade or expansion of failing or nonconforming on-site subsurface sewage disposal systems in compliance with 310 CMR 15.300 through 15.354	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (g)	System pumping records	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (h)	Letters of Non-compliance issued	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.045 (i)	Local enforcement actions taken	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>

Schedule Number and Title	Total Retention	Schedule Description
05.045 (g)	Disposal system installers permits	<i>The Approving Authority shall maintain the records set forth in 310 CMR 15.030 (a) until such time as the system is abandoned in accordance with 310 CMR 15.000 or an approved connection is made to a sewer in accordance with 314 CMR 7.00: Sewer System Extension and Connection Permit.</i>
05.043	Veterans, Affidavit Relative to Burial	<i>Retain 1 year.</i>
05.044	Well Child Clinic, Records of	<i>Retain until child reaches age 21. Including preschool immunization</i>

**Municipal Records Retention Schedule
Agency/Building Inspector**

Schedule Number and Title	Total Retention	Schedule Description
06.001	Application for Permits (a) Building	<i>Retain for life of building.</i> Record all permits in permanent log.
06.002	Application for Permits (b) Electrical Wiring	<i>Retain 7 years.</i> Record all permits in permanent log.
06.003	Application for Permits (c) Elevator and Escalator	<i>Retain 7 years.</i> Record all permits in permanent log.
06.004	Application for Permits (d) Erect, Alter or Repair	<i>Retain for life of building.</i> Record all permits in permanent log.
06.005	Application for Permits (e) Gas Fitting	<i>Retain 7 years.</i> Record all permits in permanent log.
06.006	Application for Permits (f) Plumbing Work	<i>Retain 7 years.</i> Record all permits in permanent log.
06.007	Application for Permits (g) Signs	<i>Retain for life of installation.</i> Record all permits in permanent log.
06.008	Application for Permits (h) Swimming Pool	<i>Retain for life of installation.</i> Record all permits in permanent log.
06.009	Audit account form	<i>Permanent.</i> Audit account form

Schedule Number and Title	Total Retention	Schedule Description
06.010	Elevator and Escalator Inspection Records (a) Plans for Installation or Alteration	<i>Retain 7 years.</i>
06.011	Elevator and Escalator Inspection Records (b) Specifications	<i>Retain 3 years.</i>
06.012	Elevator and Escalator Inspection Records (c) Certificate of Approval	<i>Retain until superseded.</i>
06.013	Elevator and Escalator Inspection Records (d) Inspection Reports	<i>Retain until superseded provided Certificate of Approval is granted.</i>
06.014	Elevator and Escalator Inspection Records (e) Certificate or Notice as to Safety and Construction	<i>Retain until superseded.</i>
06.015	Elevator and Escalator Inspection Records (f) Reports as to Unsafe Conditions and Accidents; Accident Reports; Receipts for Accident Reports	<i>Retain 7 years after abatement.</i>
06.016	Equipment Records	<i>Retain 7 years.</i>
06.017	Inspection Certificates (a) Egress	<i>Retain for life of building.</i>
06.018	Inspection Certificates (b) Occupancy	<i>Retain for life of building.</i>
06.019	Inspection Certificates (c) Other: Building, Elevator and Escalator, Gas Fitting, Plumbing and Wiring, etc.	<i>Retain until superseded.</i>
06.020	Notices (a) To Affix Street Numbers	<i>Retain 7 years.</i>
06.021	Notices (b) Building in Dangerous Condition	<i>Retain for life of building or 7 years after abandonment, whichever is sooner.</i>

Schedule Number and Title	Total Retention	Schedule Description
06.022	Notices (c) To Cease and Desist Illegal Work	<i>Retain 7 years after abatement.</i>
06.023	Notices (d) Violation	<i>Retain 1 year.</i>
06.024	Permit Log	<i>Permanent.</i>
06.025	Petty Cash Records	<i>Retain until completion of satisfactory audit.</i>
06.026	Plans and Specifications (a) Plans of Buildings with Public Access	<i>Permanent.</i>
06.027	Plans and Specifications (b) Plans of Private Dwellings	<i>Retain for life of building.</i>
06.028	Plans and Specifications (c) Specifications	<i>Retain 7 years after completion of building.</i>
06.029	Plans and Specifications (d) Plans and Specifications of Buildings Included in the State Register of Historic Places, or Eligible for Inclusion	<i>Permanent.</i> Please call the Mass. Historical Commission (617-727-8470) where clarification is needed.
06.030	Retired Vehicle Records	<i>Retain 1 year after retirement of vehicle.</i>
06.031	Sick Leave Reports	<i>Retain 3 years.</i>
06.032	Special Investigation Records	<i>Retain 7 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
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06.033	Waiver of Code Regulation	
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Retain for life of building.

**Municipal Records Retention Schedule
Agency/City and Town Clerks**

Schedule Number and Title	Total Retention	Schedule Description
07.001	Assignment, Creditors, Benefit of	<i>Retain 7 years following dissolution of trust.</i>
07.002	Assignment, Fenceviewers	<i>Permanent.</i>
07.003	Assignment, Wage	<i>Permanent.</i>
07.004	Bonds, Blasting	<i>Retain 5 years from expiration date.</i>
07.005	Bonds, City/Town Clerk	<i>Retain 7 years from expiration date.</i>
07.006	Bonds, Constable	<i>Retain 5 years from expiration date.</i>
07.007	Bonds, Fireworks, Manufacture of	<i>Retain 5 years from expiration date.</i>
07.008	Bonds, Performance	<i>Retain 7 years from expiration date.</i>
07.009	Bonds, Shooting Gallery License, Applicant for	<i>Retain 5 years from expiration date.</i>
07.010	Bulky Goods, Attachment of	<i>Permanent.</i>
07.011	Business Notices, Certificate	<i>Retain 5 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.012	Business Notices, Discontinuance, Change of Address, etc., Notice of	<i>Retain 5 years.</i>
07.013	By-Laws (including written approval of Attorney General"	<i>Permanent.</i>
07.014	Census, Annual Town	<i>Retain 1 year or after publication of Street List, whichever is later. Permission from Supervisor not required for destruction.</i>
07.015	Charters, Adoption, Certificate of	<i>Permanent.</i>
07.016	Charters, Adoption, Petition of	<i>Retain 1 year following election.</i>
07.017	Charters, Final Report	<i>Permanent.</i>
07.018	Charters, Nomination Papers (Charter Commission)	<i>Retain 1 year.</i>
07.019	Charters, Organization, Notice of	<i>Retain 60 days following election at which proposed charter, revision, or amendment is approved.</i>
07.020	Charters, Preliminary Report	<i>Permanent.</i>
07.021	Charters, Receipts and Expenditures, Account of	<i>Retain 1 year following adoption of charter.</i>
07.022	Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (a) Pre-1920 Records	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.023	Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (b) Records from 1920-1958	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
07.024	Chattel Mortgages, Uniform Commercial Code (UCC) (all filings)	<i>Retain 6 years, or 1 year following date of lapse.</i>
07.025	Church Records	<i>Permanent.</i>
07.026	Claims of Payment	<i>Retain 7 years.</i>
07.027	Condensed Financial Returns	<i>Retain 6 years.</i>
07.028	Conflict of Interest Statements	<i>Retain 7 years or following termination of employment, whichever date is later.</i>
07.029	Debt, Statements of, Public Works, Labor and Material used in	<i>Retain 7 years.</i>
07.030	Debt, Statements of, Railroad, Work performed for	<i>Retain 7 years.</i>
07.031	Declarations of Trust	<i>Permanent.</i>
07.032	Deeds (Cemetery Lots)	<i>Permanent.</i>
07.033	Dog Owners, Annual List of	<i>Retain 1 year. Permission from Supervisor not required for destruction.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.034	Elections, Absentee Ballots, Applications and Envelopes for	<i>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.</i>
07.035	Elections, Ballots, Regular and Absentee	<i>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.</i>
07.036	Elections, Board of Registrars, Minutes of	<i>Permanent.</i>
07.037	Elections, Campaign Finance Statements. Form CPF M 102	<i>Retain records required to be filed with the clerk until December 31st 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.</i>
07.038	Elections, Central Voter Registration System Acknowledgement Notice - Federal office candidates	<i>Retain 3 years.</i>
07.039	Elections, Central Voter Registration System Acknowledgement Notice - non-Federal office candidates	<i>Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.</i>
07.040	Elections, Central Voter Registration System Affirmation of Current Residence	<i>Retain 3 years. Permission from Supervisor not required for destruction.</i>
07.041	Elections, Central Voter Registration System Confirmation Notice - Federal office candidates	<i>Retain 3 years.</i>
07.042	Elections, Central Voter Registration System Confirmation Notice - non-Federal office candidates	<i>Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.</i>
07.043	Elections, Central Voter Registration System Final Notice of Removal - Federal office candidates	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.044	Elections, Central Voter Registration System Final Notice of Removal - non-Federal office candidates	<i>Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.</i>
07.045	Elections, Claim to Office, Statement of	<i>Retain until withdrawal of claim or final adjudication of contest. Permission from Supervisor not required for destruction.</i>
07.046	Elections, Declaration of Intention to Contest Election	<i>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.</i>
07.047	Elections, Electronic Vote Tabulation Records for federal elections	<i>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.</i> Includes removable storage devices from electronic tabulators such of OPTECH, VTOMATIC, DATABOT, ACCU-VOTE and EAGLE
07.048	Elections, Electronic Vote Tabulation Records for state elections	<i>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.</i> Includes removable storage devices from electronic tabulators such of OPTECH, VTOMATIC, DATABOT, ACCU-VOTE and EAGLE
07.049	Elections, Initiative Petition (Local Election) - Federal	<i>Retain 3 years.</i>
07.050	Elections, Initiative Petition (Local Election) - non-Federal	<i>Retain 1 year.</i>
07.051	Elections, Nomination Papers - Federal	<i>Retain 3 years.</i>
07.052	Elections, Nomination Papers - non-Federal	<i>Retain 1 year.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.053	Elections, Nomination, Certificate of - Federal	<i>Retain 3 years.</i>
07.054	Elections, Nomination, Certificate of - non-Federal	<i>Retain 1 year.</i>
07.055	Elections, Nomination, Certificate of Objection to - Federal	<i>Retain 3 year.</i>
07.056	Elections, Nomination, Certificate of Objection to - non-Federal	<i>Retain 1 year.</i>
07.057	Elections, Nomination, Certificate of Withdrawal from - Federal	<i>Retain 3 years.</i>
07.058	Elections, Nomination, Certificate of Withdrawal from - non-Federal	<i>Retain 1 year.</i>
07.059	Elections, Party Enrollment	<i>Retain 5 years after supersession or 2 years after removal from voting list, which ever comes first. Permission from Supervisor not required for destruction.</i>
07.060	Elections, Political Committee, List of Officers and Members of (City, Ward, Town)	<i>Retain 5 years. Permission from Supervisor not required for destruction.</i>
07.061	Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a) Candidate's political committee	<i>Retain records required to be filed with the clerk until December 31st of the sixth year following the relevant election.</i>
07.063	Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (b) Committees other than those authorized by a candidate	<i>Retain 3 years.</i>
07.064	Elections, Recount, Petition and Statement for	<i>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.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.065	Elections, Register of Voters, Affidavit of	<i>Retain 2 years after cancelled registration.</i>
07.066	Elections, Register of Voters, Annual	<i>Permanent.</i>
07.067	Elections, Register of Voters, General	<i>Permanent.</i>
07.068	Elections, Supplementary Registration, Certificates of	<i>Retain 3 years. Permission from Supervisor not required for destruction.</i>
07.069	Elections, Tally Sheets	<i>Retain 3 years. Permission from Supervisor not required for destruction.</i>
07.070	Elections, Voter Check-Off List	<i>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.</i>
07.071	Elections, Voter Registration, Affidavit of, Non-Resident	<i>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.</i>
07.072	Elections, Voting List, Certificate of Omission from	<i>Retain 3 years after cancellation of registration. Permission from Supervisor not required for destruction.</i>
07.073	Federal Tax Liens (including Certificates of Discharge, Release)	<i>Retain 1 year following discharge of lien.</i>
07.074	Initiative Petition (Sale of Liquor in Taverns)	<i>Retain 30 days following election. Permission from Supervisor not required for destruction.</i>
07.075	Inventory and Bond ("Closing Out" and similar sale)	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.076	Jury List	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
07.077	Jury Selection List (a) Numbered Resident List; Numbered Resident File; Random Number List; Typewritten List of Randomly Selected Jurors	<i>Retain until the end of the calendar year following the year in which records were prepared. Permission from Supervisor not required for destruction.</i>
07.078	Jury Selection List (b) Prospective Juror List	<i>Retain 7 years. Permission from Supervisor not required for destruction.</i>
07.079	Low Lands; Petition, Order for Road to	<i>Permanent.</i>
07.080	Oaths, Office	<i>Permanent.</i>
07.081	Oaths, Public Records	<i>Permanent.</i>
07.082	Ordinances	<i>Permanent.</i>
07.083	Performance Certificates	<i>Retain 7 years or following termination of employment, whichever date is later.</i>
07.084	Persons Sworn, Record of	<i>Permanent.</i>
07.085	Planning Board, Plans and Records	<i>Permanent.</i>
07.086	Planning Board, Subdivision Control Records, Preliminary and Definitive	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.087	Planning Board, Subdivision Control, Rules and Regulations Relevant to	<i>Permanent.</i>
07.088	Planning Board, Subdivision Plan, Definitive, Notice of Submission Relative to	<i>Permanent.</i>
07.089	Planning Board, Subdivision Plan, Definitive, Relative to Certificate of Action	<i>Permanent.</i>
07.090	Planning Board, Subdivision Plan, Notice of Actions Relevant to	<i>Permanent.</i>
07.091	Planning Board, Subdivision Plan, Preliminary, Notice of Actions Relative to	<i>Permanent.</i>
07.092	Planning Board, Subdivision Plan, Preliminary, Notice of Submission	<i>Permanent.</i>
07.093	Pole, Wire, Conduit Locations, Orders for, Electricity in Public Ways, Transmission of (from Alderman, Councilors, Selectmen)	<i>Permanent.</i>
07.094	Pole, Wire, Conduit Locations, Orders for, Electricity, Transmission of (From State Dept. of Public Utilities)	<i>Permanent.</i>
07.095	Pole, Wire, Conduit Locations, Orders for, Gas Mains, Connecting Locations for (From State Dept. of Public Utilities)	<i>Permanent.</i>
07.096	Pole, Wire, Conduit Locations, Orders for, Light and Power Lines in State Forests (from State Dept. of Public Utilities)	<i>Permanent.</i>
07.097	Pole, Wire, Conduit Locations, Orders for, Poles, Wires, Cables, etc. (from Metropolitan District Commission) (MDC)	<i>Permanent.</i>
07.098	Proprietor's Records	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.099	Public Market, Petition for	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
07.100	Public Ways, Appeal, Notice of (Change in Name of Public Way)	<i>Retain 1 year from date of hearing.</i>
07.101	Public Ways, Board of Survey, Plans Submitted to	<i>Permanent.</i>
07.102	Public Ways, Injury, Notice of	<i>Retain 5 years.</i>
07.103	Public Ways, Layouts/Alterations/Discontinuations, Record of	<i>Permanent.</i>
07.104	Railroads, Notice of Intention to Claim Right of Action for Materials and Labor Furnished to	<i>Retain 7 years.</i>
07.105	Registration, Certificates of, Architecture Certificate of Registration (Notice of Revocation)	<i>Permanent.</i>
07.106	Registration, Certificates of, Electrolysis Certificate of Registration	<i>Permanent.</i>
07.107	Registration, Certificates of, Medicine Certificate of Registration	<i>Permanent.</i>
07.108	Registration, Certificates of, Optometry Certificate of Registration	<i>Permanent.</i>
07.109	Registration, Certificates of, Osteopathy Certificate of Registration	<i>Permanent.</i>
07.110	Registration, Certificates of, Podiatry Certificate of Registration	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.111	Resignations of City Officials	<i>Permanent.</i>
07.112	Rules, Regulations of all Town Boards and Officers	<i>Permanent.</i>
07.113	Special Permit Granting Authority, Records of	<i>Permanent.</i>
07.114	State Audit (City/Town Accounts)	<i>Retain 10 years.</i>
07.115	State Tax Liens	<i>Retain 1 year following redemption or waiver, or retain 7 years if not redeemed or waived.</i>
07.116	Street List	<i>Permanent.</i>
07.117	Summons	<i>Retain until final adjudication of contest.</i>
07.118	Tenement Housing, Attorney, Appointment of	<i>Retain for duration of appointment.</i>
07.119	Tenement Housing, Owner, Notice of	<i>Retain 1 year (on or after May 1st).</i>
07.120	Tenement Housing, Plans, Specifications, etc.	<i>Retain for lifetime of building.</i>
07.121	Tenement, Agent for Owner of	<i>Retain for duration of appointment.</i>
07.122	Towels, etc., Registration of Rented	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
07.123	Town Meeting Records	<i>Permanent.</i>
07.124	Vessel, Statement of Lien on	<i>Retain 7 years.</i>
07.125	Vital Statistics, Birth, Death and Marriage (all official forms related to the registration process)	<i>Permanent.</i>
07.126	Wills (Perpetual Care of Cemetery Lots)	<i>Permanent.</i>
07.127	Zoning Board of Appeals, Appeal to Superior Court, Notice of	<i>Permanent.</i>
07.128	Zoning Board of Appeals, Decisions and Proceedings (i.e., all official forms related to the appeal process)	<i>Permanent.</i>
07.129	Zoning Board of Appeals, Rules	<i>Permanent.</i>
07.130	Zoning Board of Appeals, Subdivision Control Law, Notice of Appeal to Superior Court	<i>Permanent.</i>
07.131	Zoning Board of Appeals, Subdivision Control Law, Proceeding Under	<i>Permanent.</i>

**Municipal Records Retention Schedule
Agency/Collector**

Schedule Number and Title	Total Retention	Schedule Description
08.001	Betterment Lien, Certificate Dissolving (Payment Stub). Form 374	<i>Retain until completion of satisfactory audit.</i>
08.002	Betterment Liens, Certification to Assessors. Form 261	<i>Retain until completion of satisfactory audit.</i>
08.003	Bills, Paid Receivables other than Taxes	<i>Retain until completion of satisfactory audit.</i>
08.004	Bills, Tax (paid)	<i>Retain until completion of satisfactory audit.</i>
08.005	Bonds, performance, Deputy Collector	<i>Retain 7 years from date of expiration.</i>
08.006	Bonds, performance, Special Collector	<i>Retain 7 years from date of expiration.</i>
08.007	Bonds, performance. Collector	<i>Retain 7 years from date of expiration.</i>
08.008	Cash Books, Motor Vehicle Excise. Form 200 MV	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later. If levy not settled, 10 years.</i>
08.009	Cash Books, Other	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
08.010	Cash Books, Property. Form 200 RE	<i>Retain until all taxes actually collected or abated.</i>
08.011	Cash Books, Sewer. Form AD26S	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>

Schedule Number and Title	Total Retention	Schedule Description
08.012	Cash Books, Water. Form AD26	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
08.013	Commitment Books (All)	<i>Permanent.</i>
08.014	Deputy Collector, Application for Appointment. Form 262	<i>Retain 5 years following expiration of service.</i>
08.015	Deputy Collector, Approval of Appointment. Form 263	<i>Permanent.</i>
08.016	Municipal Lien Certificate Stubs. Form 290	<i>Retain 3 years or following completion of satisfactory audit, whichever is later.</i>
08.017	Municipal Lien, Renunciation of Rights under Statement to Continue. Form 291	<i>Retain 3 years or following completion of satisfactory audit, whichever is later.</i>
08.018	Municipal Lien, Statement Filed to Continue. Form 291	<i>Retain 3 years or following completion of satisfactory audit, whichever is later.</i>
08.019	Schedules, General, Collector's Payments to Treasurer. Form AD8	<i>Retain until completion of satisfactory audit.</i>
08.020	Schedules, General, Collector's Payments to Treasurer/District Taxes. Form 398	<i>Retain until completion of satisfactory audits of both the municipality and the district.</i>
08.021	Schedules, General, Collector's Payments to Treasurer/Property and other Charges	<i>Retain until completion of satisfactory audit.</i>
08.022	Schedules, General, Motor Vehicle and Trailer Excise, Refunds through Abatement of. Form 236	<i>Retain until completion of satisfactory audit.</i>
08.023	Schedules, General, Treasurer's Receipts	<i>Retain until completion of satisfactory audit.</i>

Schedule Number and Title	Total Retention	Schedule Description
08.024	Schedules, General, Water Lien, Certificates. Form 370, 373, 260	<i>Retain until completion of satisfactory audit.</i>
08.025	Schedules, Uncollected Taxes, Property and Other Taxes to Assessors. Form 385	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
08.026	Tax Bill, Request for Separate. Form 208B	<i>Retain until final settlement of levy.</i>
08.027	Tax Claim, Unsecured	<i>Retain until completion of satisfactory audit or resolution of claim, whichever is later.</i>
08.028	Tax Titles, Forms, Accounts, List of Recorded Sales or Takings to be set up as Tax Title. Form 346	<i>Permanent.</i>
08.029	Tax Titles, Forms, Accounts, Subsequent Taxes to be Added to. Form 347 (b) tax account is not redeemed by owner	<i>Permanent.</i>
08.030	Tax Titles, Forms, Bill, Affidavit of Time of First Sending. Form 214	<i>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.</i>
08.031	Tax Titles, Forms, Demand, Affidavit of - Two or More Persons. Form 331	<i>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.</i>
08.032	Tax Titles, Forms, Demand, for Action to Protect Property. Form 254	<i>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.</i>
08.033	Tax Titles, Forms, Invalid Title, Deed of Release of. Form 32	<i>Permanent.</i>
08.034	Tax Titles, Forms, Invalid Title, Disclaimer of	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
08.035	Tax Titles, Forms, Invalid Title, Notice of - Assessors to Collector*. Form 190	<i>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.</i>
08.036	Tax Titles, Forms, Invalid Title, Notice of Refusal to Release	<i>Permanent.</i>
08.037	Tax Titles, Forms, Invalid Title, Notice of*. Form 355	<i>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.</i>
08.038	Tax Titles, Forms, Lands of Low Value, Schedule of, to Commissioner*	<i>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.</i>
08.039	Tax, Certificate of Payment by Mortgagee or other Interested Person. Form 222	<i>Retain until completion of satisfactory audit.</i>
08.040	Taxes, Uncollected, Certification of Abatement to Collector	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
08.041	Warrants & Notices from Assessors, All Taxes, Excises, Betterments, Special Assessments, Liens All Taxes, Excises, Betterments, Special Assessments- Actual, Original, Omitted, Revised, Supplement, Reassessed, Apportioned, Added to Tax, Special, Recommitted	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
08.042	Warrants and Notices, Forest Land Tax Lien. Form 17D	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>
08.043	Warrants and Notices, Forest Product Tax	<i>Retain until completion of satisfactory audit or final settlement of levy, whichever is later.</i>

**Municipal Records Retention Schedule
Agency/Conservation Commission**

Schedule Number and Title	Total Retention	Schedule Description
09.001	Certificate of Compliance	<i>Retain until recorded in the Registry of Deeds.</i>
09.002	Certificate of Compliance (Partial)	<i>Retain until the complete Certificate of Compliance has been filed.</i>
09.003	Certification of an Emergency Project	<i>Retain until the complete Certificate of Compliance has been filed or until order/determination expires.</i>
09.004	Determination of Applicability, Reply of (Negative)	<i>Retain until project is complete or until Determination of Applicability has expired.</i>
09.005	Determination of Applicability, Reply of (Positive)	<i>Retain until project is complete or until Determination of Applicability has expired.</i>
09.006	Determination of Applicability, Request for	<i>Retain 1 year.</i>
09.007	Determination, Withdrawal of Request for	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
09.008	Engineering Drawings (Plans)	<i>Permanent.</i>
09.009	Environmental Data Form	<i>Retain until Certificate of Compliance has been issued.</i>
09.010	Gifts (copies of)	<i>Retain until completion of satisfactory audit.</i>
09.011	Ledger Books (Data on material recorded in the Registry of Deeds)	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
09.012	Notice of Exemption (Obsolete)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
09.013	Notice of Intent (Application). Includes supporting information narrative, boring logs, plans, etc.	<i>Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.</i>
09.014	Order of Conditions (Extension Permit)	<i>Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.</i>
09.015	Order of Conditions. Includes supporting information reports, photos, plans, etc.	<i>Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.</i>
09.016	Program Information (Community Activities, Camping Applications, etc.)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
09.017	Request for Compliance/Stop Work Order (Cease and Desist)	<i>Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.</i>
09.018	Special Formal Agreements (Leases, Licenses, Letters of Understanding for Public to use Conservation Land i.e., to hay a field, etc.)	<i>Retain for the life of the agreement.</i>

Municipal Records Retention Schedule
Agency/Council on Aging

Schedule Number and Title	Total Retention	Schedule Description
10.001	Applications for Programs	<i>Retain 3 years.</i>
10.002	Client Referrals	<i>Retain 3 years.</i>
10.003	Clinic Attendance Tally Sheets	<i>Retain 3 years.</i>
10.004	Equipment Maintenance and Repair Records	<i>Retain 1 year after disposal of equipment.</i>
10.005	Grant Files (Successful Applications)	<i>Retain 7 years after completion of all terms of grant, retain EOE-AGA permanently.</i>
10.006	Grant Files (Unsuccessful Applications)	<i>Retain until final rejection.</i>
10.007	Informational Memoranda (from EOE-AGA)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
10.008	Intake Reports (Client Case Files)	<i>Retain 3 years after date of last contact.</i>
10.009	Kitchen Audits	<i>Retain 3 years.</i>
10.010	Ledgers	<i>Permanent.</i>
10.011	Meals on Wheels Delivery Records	<i>Retain 1 year, provided satisfactory audit has been completed.</i>

Schedule Number and Title	Total Retention	Schedule Description
10.012	Meals on Wheels Payment Books	<i>Retain 1 year.</i>
10.013	Monthly Statistics	<i>Retain 3 years.</i>
10.014	Outreach Reports	<i>Retain 3 years.</i>
10.015	Participant Directories	<i>Retain 3 years.</i>
10.016	Position Descriptions (including Volunteer Position Descriptions)	<i>Retain 3 years.</i>
10.017	Program Instructions (from EOE)	<i>Retain until superseded.</i>
10.018	Surveys of Services	<i>Retain 3 years.</i>
10.019	Time Sheets	<i>Retain 3 years.</i>
10.020	Van Trip Reports	<i>Retain 1 year.</i>
10.021	Volunteer Travel Reimbursement Vouchers	<i>Retain until completion of satisfactory audit.</i>

Municipal Records Retention Schedule
Agency/Department of Public Works

Schedule Number and Title	Total Retention	Schedule Description
11.001	Assessment Books (a) Sewer	<i>Retain until completion of satisfactory audit, provided originals are retained by Assessor.</i>
11.002	Assessment Books (b) Sidewalk	<i>Retain until completion of satisfactory audit, provided originals are retained by Assessor.</i>
11.003	Assessment Books (c) Street Betterment	<i>Retain until completion of satisfactory audit, provided originals are retained by Assessor.</i>
11.004	Assessment Cards (a) Sewer	<i>Permanent.</i>
11.005	Assessment Cards (b) Sidewalk	<i>Permanent.</i>
11.006	Assessment Cards (cc) Water	<i>Permanent.</i>
11.007	Auto Accident Report	<i>Permanent, with employee's file.</i>
11.008	Catch Basin Cleaning Report	<i>Retain 1 year.</i>
11.009	Catch Basin Location Files	<i>Permanent.</i>
11.010	Cemetery Records	<i>Permanent.</i>
11.011	Civil Service Approvals	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
11.012	Employee Time Sheet	<i>Retain 1 year from satisfactory completion of audit.</i>
11.013	Fire Pipe Connection Books	<i>Permanent.</i>
11.014	Flow Test Records	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
11.015	Foreman's Daily Reports - Hired Equipment	<i>Retain 1 year from satisfactory completion of audit.</i>
11.016	Gate Books	<i>Permanent.</i>
11.017	Hydrant Locations	<i>Permanent.</i>
11.018	Inventory Gas Card Ledgers	<i>Retain until completion of satisfactory audit.</i>
11.019	Job Cost Ledgers	<i>Retain 7 years from date of opening.</i>
11.020	Journal Vouchers (Departmental)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
11.021	Notice of Intent	<i>Retain 1 year from date of hearing.</i>
11.022	Operators Daily Reports	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
11.023	Parts Installation Book	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
11.024	Petitions (a) Driveways	<i>Permanent.</i>
11.025	Petitions (b) New Streets	<i>Permanent.</i>
11.026	Petitions (c) Sidewalks	<i>Permanent.</i>
11.027	Plans (All)	<i>Permanent.</i>
11.028	Record of Vehicles	<i>Retain 1 year after retirement of vehicle.</i>
11.029	Releases on Private Ways	<i>Permanent.</i>
11.030	Sewer Connection Record Card Index	<i>Permanent.</i>
11.031	Shut-Off Locations	<i>Permanent.</i>
11.032	Sick Leave Reports	<i>Retain 3 years.</i>
11.033	Street Openings	<i>Retain 7 years.</i>
11.034	Valve Records	<i>Permanent.</i>
11.035	Water and Sewer Applications	<i>Retain 7 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
11.036	Water and Sewer Payments	<i>Retain 1 year from satisfactory completion of audit.</i>
11.037	Water Consumption Testing Record	<i>Retain 7 years.</i>
11.038	Water Pressure Records	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
11.039	Water Service (a) Journals	<i>Retain 7 years.</i>
11.040	Water Service (b) Meter Removals and Locations	<i>Permanent.</i>
11.041	Water Service (c) Plates for Route Books	<i>Retain until superseded.</i>
11.042	Water Service (d) Rates and Service	<i>Retain 7 years.</i>
11.043	Water Service (e) Route Books	<i>Retain until superseded.</i>
11.044	Water Service (f) Water History Books (Commitments)	<i>Permanent.</i>

**Municipal Records Retention Schedule
Agency/Fire Department and Fire District**

Schedule Number and Title	Total Retention	Schedule Description
12.001	Ambulance Calls Report	<i>Retain 7 years.</i>
12.002	Apparatus Inspection Report	<i>Retain 1 year after retirement of apparatus.</i>
12.003	Application for Installation of Fire Alarm System; retention after satisfactory filing of Certificate of Completion.	<i>Retain 1 year.</i>
12.004	Application for Permit to Install/Alter Fuel-oil Burning Equipment	<i>Retain 1 year after satisfactory filing of Certificate of Completion.</i>
12.005	Application/Permit for Open-air Fires	<i>Retain 1 year.</i>
12.006	Application/Permit for the Keeping and Storage of Explosives; retention after expiration of permit.	<i>Retain 7 years.</i>
12.007	Application/Permit for the Use and Handling of Explosives; retention after expiration of permit.	<i>Retain 7 years.</i>
12.008	Application/Permit to Conduct Supervised Display of Fireworks; retention after issuance.	<i>Retain 3 years.</i>
12.009	Application/Permit to Conduct Supervised Firing of Canon; retention after issuance.	<i>Retain 3 years.</i>
12.010	Application/Permit to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds	<i>Retain for life of installation.</i>
12.011	Application/Permit to Disconnect, Shut Off, Remove, etc., Sprinkler or Fire-sensing Device; retention after satisfactory completion of work.	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
12.012	Application/Permit to Handle, Store, Sell, Buy, Transport or Ignite Model Rockets or Rocket Engines; retention after expiration of permit.	<i>Retain 3 years.</i>
12.013	Application/Permit to Install Special Extinguishment System; retention after completion of installation.	<i>Retain 7 years.</i>
12.014	Application/Permit to Keep, Store, and Use Flammable Liquids, Solids and Gases	<i>Retain for life of installation.</i>
12.015	Application/Permit to Manufacture Fireworks	<i>Retain 3 years after termination or discontinuance of permit.</i>
12.016	Application/Permit to Operate Lumberyard	<i>Retain 3 years after expiration of permit.</i>
12.017	Application/Permit to Remove Underground Flammable Tank	<i>Retain 3 years after issuance.</i>
12.018	Authorized Leave Report	<i>Retain 3 years.</i>
12.019	Box Alarm Record	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
12.020	Box Test Record	<i>Retain 1 year after replacement of box.</i>
12.021	Building Fire, Report of	<i>Permanent.</i>
12.022	Certificate of Approval of Flameproof Decorations	<i>Retain 5 years after issuance.</i>
12.023	Certificate of Completion of Installation of (Solid Fuel) Fuel-oil Burning Equipment	<i>Retain 5 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
12.024	Certificate of Completion of the Installation of Fire Alarm System	<i>Retain 7 years.</i>
12.025	Certificate of Flame proofing of an Impermanent Nature	<i>Retain 5 years after issuance.</i>
12.026	Company (Duty) Officer's Fire Report	<i>Permanent.</i>
12.027	Departmental Fire Record (summary record of daily operations of department, known variously as Daily Blotter, Fire Alarm Record, etc.)	<i>Permanent.</i>
12.028	Deputy Chief's Report (Master Fire Report)	<i>Permanent.</i>
12.029	Equipment Loan Record	<i>Retain until satisfactory return of equipment.</i>
12.030	Equipment Maintenance Log	<i>Permanent.</i>
12.031	Final Building Inspection Report	<i>Retain 1 year after subsequent inspection.</i>
12.032	Final Fire Report to State Fire Marshal	<i>Retain 10 years.</i>
12.033	Fire Alarm Circuit Tests, Record of	<i>Retain 1 year.</i>
12.034	Fire Alarm Record Cards	<i>Permanent.</i>
12.035	Fire Hose Record	<i>Retain 1 year after retirement of hose.</i>

Schedule Number and Title	Total Retention	Schedule Description
12.036	Fire Prevention Bureau Report	<i>Permanent.</i>
12.037	Fire Prevention Inspection Log	<i>Permanent.</i>
12.038	Fire Station Journal	<i>Permanent.</i>
12.039	Fuel Oil Record	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
12.040	Hydrant Cards	<i>Retain 1 year after replacement of hydrant.</i>
12.041	Inoperative Hydrant Report (Hydrant Trouble Report)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
12.042	Motor Vehicle Fires, Report of	<i>Permanent.</i>
12.043	No Loss Report	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
12.044	Notice of Inspection (Annual) of Tanks for the Storage of Fluids	<i>Retain through subsequent inspection.</i>
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	<i>Permanent.</i>
12.046	Notification of Fire and/or Accident Caused by Model Rocket or Rocket Engine	<i>Retain 7 years.</i>
12.047	Notification of Intent to Use Salamander	<i>Retain 1 year.</i>

Schedule Number and Title	Total Retention	Schedule Description
12.048	Notification of Leak, Spill, Rupture, Overflow, etc. , of Flammable Liquids	<i>Retain 3 years.</i>
12.049	Notification of the Cessation of License to Store Explosives in Magazine	<i>Permanent.</i>
12.050	Notification of the Construction, Change or Alteration of Self-service Gasoline Station	<i>Retain through subsequent alteration or discontinuance of establishment.</i>
12.051	Notification of Use of Canine Guards in a Mercantile or Commercial Establishment	<i>Retain until after discontinuance of use of canine guard.</i>
12.052	Notification of Violation of Fire Laws	<i>Retain 1 year after subsequent inspection reveals correction of violation.</i>
12.053	Open-air Fires, Report of Shut Off, Remove, etc. , Sprinkler or Fire-sensing Device	<i>Permanent.</i>
12.054	Partial Building Inspection Reports	<i>Retain until superseded by Final Inspection Report.</i>
12.055	Permit for Storage of Fuel Oil	<i>Retain until superseded or terminated.</i>
12.056	Permit to Install/Alter Fuel-oil Burning Equipment	<i>Retain 1 year after satisfactory filing of Certificate of Completion.</i>
12.057	Plans and Specifications for Dry Cleaning Plant	<i>Retain through alteration or discontinuance of establishment.</i>
12.058	Preliminary Report to State Fire Marshal	<i>Retain until superseded by Final Report.</i>
12.059	Preventive Maintenance Check-list	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>

Schedule Number and Title	Total Retention	Schedule Description
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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.

Municipal Records Retention Schedule
Agency/Historical Commission and Historic District Commissions

Schedule Number and Title	Total Retention	Schedule Description
13.001	Applications for Certificates (a) Appropriateness	<i>Retain 1 year after the expiration of the 20-day appeal period.</i>
13.002	Applications for Certificates (b) Nonapplicability	<i>Retain 1 year after the expiration of the 20-day appeal period.</i>
13.003	Applications for Certificates (c) Hardship	<i>Retain 1 year after the expiration of the 20-day appeal period.</i>
13.004	Archaeologist, Reports to State	<i>Retain until superseded by another report.</i>
13.005	Bids for Contracts (a) Where no contract is awarded	<i>Retain 3 years from date of opening.</i>
13.006	Bids for Contracts (b) Where contract is awarded	<i>Retain with Contract Files.</i>
13.007	Certificates (a) Appropriateness	<i>Retain 1 year following lapse of certificate.</i>
13.008	Certificates (b) Nonapplicability	<i>Retain 1 year following lapse of certificate.</i>
13.009	Certificates (c) Hardship	<i>Retain 1 year following lapse of certificate.</i>
13.010	Decisions, Demolition Delay	<i>Retain 1 year after demolition or other disposition of property.</i>
13.011	Demolition statement	<i>Retain 1 year after the expiration of the 20-day appeal period.</i>

Schedule Number and Title	Total Retention	Schedule Description
13.012	Historic District Map	<i>Permanent.</i>
13.013	Historic Preservation Plan	<i>Permanent.</i>
13.014	Historic Resources Survey. Form A-H	<i>Permanent.</i>
13.015	Maps	<i>Permanent.</i>
13.016	Massachusetts Preservation Program Fund Pre-Application Form	<i>Retain until superseded by another application.</i>
13.017	Modification of Application	<i>Retain 1 year after expiration of the 20-day appeal period.</i>
13.018	Modification of Recommendations	<i>Retain 1 year after expiration of the 20-day appeal period.</i>
13.019	Nominations for National Register (a) Accepted Nominations	<i>Permanent.</i>
13.020	Nominations for National Register (b) Unaccepted Nominations	<i>Retain 1 year.</i>
13.021	Plans	<i>Permanent.</i>
13.022	Public Hearing Waiver Notification	<i>Retain 1 year after expiration of the 20-day appeal period.</i>
13.023	Public Hearing Waiver Requests	<i>Retain 1 year after expiration of the 20-day appeal period.</i>

Schedule Number and Title	Total Retention	Schedule Description
13.024	Publications of Commission	
		<i>Permanent.</i>
13.025	Reports	
		<i>Permanent.</i>
13.026	Review Standards	
		<i>Permanent.</i>
13.027	Site Plan Review Recommendations	
		<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
13.028	Subdivision Control Recommendations	
		<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>

**Municipal Records Retention Schedule
Agency/Licensing Board**

Schedule Number and Title	Total Retention	Schedule Description
14.001	Application for License	
<i>Permanent.</i>		
14.002	Application for License and/or Permits Other Than Alcoholic and Liquor Beverage, licenses granted and denied.	
<i>Retain 3 years after duration of license.</i>		
14.003	Application for Transfer of License	
<i>Permanent.</i>		
14.004	Automatic Amusement Devices Licenses	
<i>Permanent.</i>		
14.005	Billiard Tables and Bowling Alleys Licenses	
<i>Permanent.</i>		
14.006	Certificate of Conviction	
<i>Permanent.</i>		
14.007	Change of Location or Manager Position	
<i>Permanent.</i>		
14.008	Clubs, Societies, Associations Authorization to Dispense Food and Beverages Other Than Alcoholic and Liquor Beverage	
<i>Permanent.</i>		
14.009	Coffee and Teahouses	
<i>Permanent.</i>		
14.010	Complaint Records	
<i>Permanent.</i>		
14.011	Copy of Transactions of Pawnbrokers	
<i>Permanent.</i>		

Schedule Number and Title	Total Retention	Schedule Description
14.012	Decision of Commission Hearings	<i>Permanent.</i>
14.013	Fortune Teller	<i>Permanent.</i>
14.014	Hearing Records	<i>Permanent.</i>
14.015	Inn holder and Common Victualer	<i>Permanent.</i>
14.016	Inspection of Lodging Houses by Licensing Authorities	<i>Permanent.</i>
14.017	Junk Dealers	<i>Permanent.</i>
14.018	Letter of Approval from ABCC	<i>Permanent.</i>
14.019	Lodging Houses	<i>Permanent.</i>
14.020	Managers of Indoor and Outdoor Activities	<i>Retain until completion of satisfactory audit.</i>
14.021	Picnic Groves	<i>Permanent.</i>
14.022	Quarterly Reports to the Mayor	<i>Permanent.</i>
14.023	Retail Package Goods	<i>Retain 7 years after termination.</i>

Schedule Number and Title	Total Retention	Schedule Description
14.024	Revoked, Suspended, Cancelled or Forfeited Licenses	<i>Permanent.</i>
14.025	Second-Hand Motor Vehicles	<i>Permanent.</i>
14.026	Shooting Galleries	<i>Permanent.</i>
14.027	Skating Rinks	<i>Permanent.</i>
14.028	Specific License Types, Clubs	<i>Retain 7 years after termination.</i>
14.029	Specific License Types, Common Victualers	<i>Retain 7 years after termination.</i>
14.030	Taverns	<i>Retain 7 years after termination.</i>

Municipal Records Retention Schedule
Agency/Parks and Recreation

Schedule Number and Title	Total Retention	Schedule Description
26.001	Program Registration records	<p><i>Retain 3 years from date of creation.</i></p> <p>Includes registration forms, financial records including fee waivers and financial aid documentation, and waivers of responsibility.</p>
26.002	Program Attendance records	<p><i>See sub-schedules for specific retention periods.</i></p>
26.002 (a)	Summary information	<p><i>Retain permanently.</i></p> <p>Includes compiled counts and statistics related to attendance of department camps, programs and presentations; may be included in other reports and documentation.</p>
26.002 (b)	Rosters and sign-in sheets	<p><i>Retain until applicable statistics are compiled and administrative use ceases. Permission from Supervisor of Public Records not required for destruction.</i></p> <p>Includes individual camp, program and presentation rosters and sign-in sheets.</p>

**Municipal Records Retention Schedule
Agency/Planning Board**

Schedule Number and Title	Total Retention	Schedule Description
15.001	Applications (a) Special Permit	<i>Retain 1 year following expiration of 20-day appeal period.</i>
15.002	Applications (b) Subdivision Control Not Required	<i>Retain 1 year following expiration of 20-day appeal period.</i>
15.003	Applications (c) Subdivision (Preliminary)	<i>Retain 1 year following expiration of 20-day appeal period.</i>
15.004	Applications (d) Subdivision (Definitive)	<i>Retain 1 year following expiration of 20-day appeal period.</i>
15.005	Decisions (a) Special Permit	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
15.006	Decisions (b) Subdivision Control Not Required	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
15.007	Decisions (c) Subdivision (Preliminary)	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
15.008	Decisions (d) Subdivision (Definitive)	<i>Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.</i>
15.009	Master Plan	<i>Permanent.</i>
15.010	Notice for Public hearings (a) Special Permits.	<i>Retain 1 year following expiration of 20-day appeal period.</i>
15.011	Notice for Public hearings (b) Subdivisions	<i>Retain 1 year following expiration of 20-day appeal period.</i>

Schedule Number and Title	Total Retention	Schedule Description
15.012	Notice for Public hearings (c) Zoning Changes	<i>Retain 1 year following expiration of 20-day appeal period.</i>
15.013	Notice of Appeal to Superior Court	<i>Permanent.</i>
15.014	Official Map	<i>Permanent.</i>
15.015	Petty Cash Records	<i>Retain until completion of satisfactory audit.</i>
15.016	Subdivision Files (a) Preliminary	<i>Retain 1 year following date of decision.</i>
15.017	Subdivision Files (b) Definitive	<i>Retain until completion of subdivision.</i>
15.018	Subdivision Rules and Regulations	<i>Permanent.</i>

**Municipal Records Retention Schedule
Agency/Police Department**

Schedule Number and Title	Total Retention	Schedule Description
16.001	Ambulance Calls Report	<i>Retain 7 years.</i>
16.002	Appointment Certificate	<i>Permanent.</i>
16.003	Arrest Records (a) Booking Sheet	<i>Retain until completion of prosecution and exhaustion of appeals.</i>
16.004	Arrest Records (b) Fingerprint Card	<i>Retain until completion of prosecution and exhaustion of appeals.</i>
16.005	Arrest Records (c) Vehicle Inventory	<i>Retain until completion of prosecution and exhaustion of appeals.</i>
16.006	Arrest Records (d) BOP Report	<i>Retain until completion of prosecution and exhaustion of appeals.</i>
16.007	Arrest Records (e) RMV Report	<i>Retain until completion of prosecution and exhaustion of appeals.</i>
16.008	Arrest Records (f) LEAPS Report	<i>Retain until completion of prosecution and exhaustion of appeals.</i>
16.009	Cell Monitoring Reports	<i>Retain 3 years.</i>
16.010	Civil Service Records	<i>Permanent.</i>
16.011	Civilian Complaints, no specific officers named	<i>Retain 4 years following closure of investigation.</i>

Schedule Number and Title	Total Retention	Schedule Description
16.012	Civilian Complaints, substantiated	<i>Retain 7 years following closure.</i>
16.013	Civilian Complaints, unsubstantiated	<i>Retain 5 years following closure of investigation.</i>
16.014	Controlled Substance Seizure Report (no arrest or warrant)	<i>Retain 7 years.</i>
16.015	Criminal Offender Record Information (CORI) request form and Sexual Offender Registry Information (SORI) request form	<i>Retain 3 years.</i>
16.016	Cruiser Maintenance Report	<i>Retain 1 year after retirement of vehicle.</i>
16.017	Death Report (Suicide, Sudden, Unexplained)	<i>Permanent.</i>
16.018	Disciplinary Case Files, resulting from administrative reprimand	<i>Retain 7 years following closure; retain with personnel files.</i>
16.019	Disciplinary Case Files, resulting from civilian complaint	<i>Retain 7 years following closure; retain with personnel files.</i>
16.020	Dog Bite Investigation Report	<i>Retain 7 years.</i>
16.021	E-911 Call Detail Record	<i>Retain 3 years.</i>
16.022	Employment History Records	<i>Retain 20 years following termination of employment.</i>
16.023	Equipment Inventory	<i>Retain until superseded by next inventory.</i>

Schedule Number and Title	Total Retention	Schedule Description
16.024	Equipment Maintenance Log	<i>Retain until retirement of equipment.</i>
16.025	Evidence Control Form	<i>Retain 3 years.</i>
16.026	Firearm Identification Card	<i>Retain until superseded. Permission from Supervisor not required for destruction.</i>
16.027	Firearm, License to Carry (Application)	<i>Retain until superseded. Permission from Supervisor not required for destruction.</i>
16.028	Firearm, License to Carry. Form FA-19	<i>Retain until superseded. Permission from Supervisor not required for destruction.</i>
16.029	Firearms, License to Sell	<i>Permanent.</i>
16.030	Firearms, Wound Report	<i>Permanent.</i>
16.031	Found Property Form	<i>Retain 3 years.</i>
16.032	Gunsmith License	<i>Permanent.</i>
16.033	Incident Report (Miscellaneous non-criminal investigation)	<i>Retain 3 years.</i>
16.034	Internal Investigation Case Files	<i>Retain 7 years following closure.</i> Documents informal or formal investigations into alleged employee misconduct. Includes complaints, notes, statements, and determinations and record or actions taken.

Schedule Number and Title	Total Retention	Schedule Description
16.035	Investigation Report (no arrest or warrant) (a)	Armed Robbery <i>Retain 11 years.</i>
16.036	Investigation Report (no arrest or warrant) (b)	Assault with a Dangerous Weapon <i>Retain 11 years.</i>
16.037	Investigation Report (no arrest or warrant) (c)	Unarmed Robbery <i>Retain 11 years.</i>
16.038	Investigation Report (no arrest or warrant). (d)	Confining or putting in fear with intent to commit felony <i>Retain 11 years.</i>
16.039	Investigation Report of all crimes except Murder and those covered by c. 265, s. 17, 18, 19, 21 (no arrest or warrant)	<i>Retain 7 years.</i>
16.040	Investigation Report, Murder (no arrest or warrant)	<i>Permanent.</i>
16.041	Journal	<i>Permanent.</i>
16.042	Juror Investigation Report	<i>Retain 1 year.</i>
16.043	Lock-up Rules and Regulations	<i>Permanent.</i>
16.044	Log (Blotter)	<i>Permanent.</i>
16.045	Missing Person Report	<i>Retain 3 years after case is closed.</i>
16.046	Motor Vehicle Accident Reports (a) Operator's Report (investigation or no investigation)	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
16.047	Motor Vehicle Accident Reports (b) Fatal	<i>Permanent.</i>
16.048	Motor Vehicle Accident Reports (c) Hit and Run	<i>Retain 7 years.</i>
16.049	Motor Vehicle Accident Reports (d) Personal Injury	<i>Retain 7 years.</i>
16.050	Motor Vehicle Accident Reports (e) Property Damage	<i>Retain 3 years.</i>
16.051	Motor Vehicle Accident Reports (f) Investigating Officer's Report	<i>Retain 3 years.</i>
16.052	Motor Vehicle Citation	<i>Retain 1 year.</i>
16.053	Motor Vehicle Citation Sheet	<i>Retain 1 year.</i>
16.054	Motor Vehicle Inventory Form	<i>Retain 3 years.</i>
16.055	Parking Tickets	<i>See sub-schedules for specific retention periods.</i>
	16.055 (a) Paid Tickets	<i>Retain until completion of satisfactory audit.</i>
	16.055 (b) Parking Appeals	<i>Retain 1 year following resolution of appeals process.</i>
16.056	Permits/Applications (Sunday work, etc.)	<i>Retain 1 year after issuance.</i>

Schedule Number and Title	Total Retention	Schedule Description
16.057	Premises Inspected Slips	<i>Retain 1 year.</i>
16.058	Prisoner Property Slip	<i>Retain 1 year.</i>
16.059	Procedural Rules	<i>Permanent.</i>
16.060	Protective Custody Report (All)	<i>Retain 3 years.</i>
16.061	Radar Log	<i>Retain 3 years.</i>
16.062	Recordings of Phone Calls (911 etc.)	<i>Retain 1 year</i>
16.063	Reprimands, administrative	<i>Permanent.</i>
16.064	Reprimands, resulting from civilian complaint	<i>Retain 7 years following closure.</i>
16.065	Roll Call Report	<i>Retain 3 years.</i>
16.066	Schedule of Departmental Payments to Treasurer	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
16.067	Stolen Goods Report	<i>Retain 3 years.</i>
16.068	Stolen Vehicle Report	<i>Retain 3 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
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16.069 **Taxi Cab Driver Records**

Retain until superseded.

16.070 **Travel Expense Report of Court Witness**

Retain until completion of satisfactory audit.

16.071 **Unclaimed Property, Notice of Sale**

Retain 3 years.

16.072 **Uniform National Crime Reports**

Retain until superseded.

16.073 **Vehicle and property impound records**

Retain 3 years from date of incident.

This series documents the impounding of vehicles or property, including impound inventory lists.

**Municipal Records Retention Schedule
Agency/Public Library**

Schedule Number and Title	Total Retention	Schedule Description
17.001	Application for a Library Card	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
17.002	Bibliographic Database	<i>Retain until deaccession.</i>
17.003	Circulation Records	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
17.004	Complaint and Censorship Records	<i>Retain until resolution.</i>
17.005	Fine Payment Request Form	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
17.006	Library Building Program Files	<i>Retain 20 years.</i>
17.007	Library Improvement Program Files	<i>Retain 7 years.</i>
17.008	Long Range Program Files	<i>Retain until superseded.</i>
17.009	Master Plan	<i>Permanent.</i>
17.010	Patron Information Database	<i>Retain until expiration of patron's borrowing privileges.</i>

**Municipal Records Retention Schedule
Agency/Purchasing**

Schedule Number and Title	Total Retention	Schedule Description
18.001	Emergency Procurement Files	<i>Retain 7 years following final payment provided all relevant audits have been completed.</i>
18.002	Procurement Officer's Delegation of Powers and Duties	<i>Retain 7 years following expiration, revocation or amendment.</i>
18.003	Purchase Logs	<i>Retain 1 year following next satisfactory audit.</i>
18.004	Purchase Order Files (including Vendor's Acknowledgement, Records of Quotations, Purchase Requirements Descriptions)	<i>Retain 7 years following payment provided all relevant audits have been completed.</i>
18.005	Real Property, Acquisition and Disposition Files	<i>Retain 7 years following fulfillment of all terms of contract, provided all relevant audits have been completed.</i>
18.006	Receiving Slips	<i>Retain 1 year following satisfactory completion of audit.</i>
18.007	Sheltered Market Program Files	<i>Retain 7 years following termination or amendment.</i>
18.008	Surplus Supply Disposition Files	<i>Retain 7 years following final payment provided all relevant audits have been completed.</i>

**Municipal Records Retention Schedule
Agency/Retirement Board**

Schedule Number and Title	Total Retention	Schedule Description
19.001	Accidental Death Records; retention after exhaustion of benefits and completion of satisfactory audit.	
<i>Retain 1 year.</i>		
19.002	Administration and Finance, Accounts Journal	
<i>Permanent.</i>		
19.003	Administration and Finance, Actuarial Valuation Studies or Reports	
<i>Permanent.</i>		
19.004	Administration and Finance, Amount to be Paid to Pension Fund, Actuary's Notification	
<i>Retain 7 years.</i>		
19.005	Administration and Finance, Amount to be Paid to Pension Fund, Certification to Mayor or Selectmen and Disbursing Officer	
<i>Retain 7 years.</i>		
19.006	Administration and Finance, Annual Report, Request for Filing Extension	
<i>Retain 7 years.</i>		
19.007	Administration and Finance, Bonds of Fiduciaries; retention after expiration of bond.	
<i>Retain 7 years.</i>		
19.008	Administration and Finance, Cash Book	
<i>Retain 7 years.</i>		
19.009	Administration and Finance, Establishment of System, Certificate of	
<i>Permanent.</i>		
19.010	Administration and Finance, General Ledger	
<i>Permanent.</i>		
19.011	Administration and Finance, Investment Control Cards; retention following maturation or divestment of investment.	
<i>Retain 7 years.</i>		

Schedule Number and Title	Total Retention	Schedule Description
19.012	Administration and Finance, Listing of Disabled Members Who Have Not Filed an Annual Statement of Earnings	<i>Retain 7 years.</i>
19.013	Administration and Finance, Receipts for Administrative Expenses	<i>Retain 7 years.</i>
19.014	Administration and Finance, Requests for Reimbursement for COLA and Statutorily Mandated Benefit Increases	<i>Retain 7 years.</i>
19.015	Administration and Finance, Supplementary Rules	<i>Permanent.</i>
19.016	Administration and Finance, Tax Withholding Statement (W2-P)	<i>Retain 7 years.</i>
19.017	Administration and Finance, Trial Balance Book	<i>Retain 7 years.</i>
19.018	Administration and Finance, Warrants (Payments to Retirees and Beneficiaries and Refunds to Members Leaving Service)	<i>Retain 7 years.</i>
19.019	Disability, Disability Benefit Records	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed withdrawn, PERA 9-2 and 9-3 may be disposed of.</i>
19.020	Disability, Hearing Records	<i>Retain until completion of satisfactory audit.</i>
19.021	Disability, Notification to Disabled Member of Failure to File Annual Statement of Earnings	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.022	Elections, Appeals to Board of Election Officer's Decision	<i>Retain 3 years after election.</i>

Schedule Number and Title	Total Retention	Schedule Description
19.023	Elections, Ballots (including Disqualified and Absentee)	<i>Retain 3 years after election.</i>
19.024	Elections, Nomination Papers	<i>Retain 3 years after election.</i>
19.025	Elections, Notice of Election	<i>Retain 3 years after election.</i>
19.026	Elections, Notification of Election Results	<i>Retain 3 years after election.</i>
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	<i>Retain 50 years.</i>
19.028	Investments, Investment Advisors' Disclosure Statements	<i>Retain 7 years after termination of employment of advisor.</i>
19.029	Investments, Invoices Submitted by Investment Managers and Custodians	<i>Retain 7 years after termination of employment of managers and custodians.</i>
19.030	Investments, Monthly Report from System's Investment Manager and Custodian	<i>Retain 7 years after termination of employment of advisor and custodian.</i>
19.031	Investments, Orders to and Brokers Confirmations of Purchases and Sales	<i>Retain 7 years after transaction.</i>
19.032	Investments, Semiannual Review of Investment Performance and Minutes of Semi-Annual Meeting with Investment Advisor	<i>Retain 7 years after termination of employment of investment advisor.</i>
19.033	Investments, Statement of Investment Objectives (including Updates). Form PERA 18-1, 18-2	<i>Permanent.</i>
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	<i>Retain 80 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
19.035	Membership Files, Assignment Documents	<i>Retain 7 years following exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.036	Membership Files, Calculation Verification Forms (from PERA)	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.037	Membership Files, Certificates of Birth, Marriage and Divorce	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.038	Membership Files, Certification that 18-to 22-year old Child is a Full-time student	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.039	Membership Files, Change of Beneficiary Blank	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.040	Membership Files, Contributory Retirement Appeals Board Decisions	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.041	Membership Files, Disclosure of Member Information Records	<i>Retain 3 years following exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.042	Membership Files, Documentation by Member of Time and Compensation for Public	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.043	Membership Files, Membership Control Cards	<i>Retain 80 years.</i>
19.044	Membership Files, New Entrant Enrollment Blank	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.045	Membership Files, Non-Contributory Retirement Benefit Records (includes All Veteran's Claim)	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.046	Membership Files, Notice of Injury from Member and/or Department Head	<i>Retain 80 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
19.047	Membership Files, Notification of Leave of Absence	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.048	Membership Files, Notification to Inactive Members that Interest has Ceased to Accrue	<i>Retain 80 years.</i>
19.049	Membership Files, Options on Retirement, Election	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.050	Membership Files, Requests for Reimbursement for Prorated Pensions and Transfer of Funds in Response Thereto	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.051	Membership Files, Retirement Payment Cards	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.052	Membership Files, Service Buy-back Forms or Letters	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.053	Membership Files, Survivorship Records (includes Benefits)	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.054	Membership Files, Veteran's Benefits Records and all Documentation Establishing Status. Form DD-214, Veteran's 9-5	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.055	Membership Files, Waiver of Retirement Allowance	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.056	Membership Files, Worker's Compensation, History of	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.057	Rehabilitation Records, General	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.058	Rehabilitation Records, Request by Disabled Member to Reduce or Withdraw Board's Request for Refund	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>

Schedule Number and Title	Total Retention	Schedule Description
19.059	Rehabilitation Records, Request for Refund from Disabled Member	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.060	Rehabilitation Records, Statement of Earnings from Member	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.061	Service 65-70, Annual Certification of Member's	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.062	Service 65-70, Appointing Authority Request for Medical Examination, Request for. Form PERA 12-2	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.063	Service 65-70, Department Head's Statement 2 and 4 Members	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.064	Service 65-70, Medical Questionnaire to be Completed by Member. Form PERA 12-3	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.065	Service 65-70, Notification that Member May Continue in Service Past Age 65. Includes Member Response. Form PERA 12-1	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.066	Service 65-70, Notification that Member May Not Continue in Service Past Age 65	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.067	Service 65-70, Physician's Certification. Form PERA 12-1	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.068	Service After 70, Members Age 70 or over, Election of Deductions	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.069	Service After 70, Members Continuing in Service After Age 70 Records	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>
19.070	Service After 70, Notice to Group 1 Member 180/120 Days Prior to 70th Birthday	<i>Retain until exhaustion of benefits, provided satisfactory audit has been completed.</i>

Schedule Number and Title	Total Retention	Schedule Description
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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.

19.072 **Superannuation Retirement Benefits Records. Includes Allowance and Calculation Forms (PERA 91-, 9-2, or 9-3) and the Letter of Withdrawal of Application.**

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.

Municipal Records Retention Schedule
Agency/School Department

Schedule Number and Title	Total Retention	Schedule Description
<i>See Also: Executive Office of Education: All Schools in the State-wide Agency Records Retention Schedule for related schedules for student records.</i>		
20.001	Administration, Annual Notice to Public (Legal)	<i>Retain 1 year.</i>
20.002	Administration, Building Plans	<i>Permanent.</i>
20.003	Administration, Evidence Teaching Credentials; retention after termination of employment	<i>Retain 5 years.</i>
20.004	Administration, Extended School Year Plan Records	<i>Retain 3 years.</i>
20.005	Administration, Plant, Maintenance Work Request Form	<i>Retain until completion of satisfactory audit.</i>
20.006	Administration, Plant, Posting Schedule of	<i>Retain until completion of satisfactory audit.</i>
20.007	Administration, Printing Request Form	<i>Retain until completion of satisfactory audit.</i>
20.008	Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts	<i>Permanent.</i>
20.009	Administration, School Committee Report, Annual	<i>Permanent.</i>
20.010	Administration, School Returns, Annual Report to Superintendents	<i>Permanent.</i>
20.011	Administration, School, Condition of, Annual Report	<i>Retain 7 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
20.012	Administration, Superintendent of Schools, Annual Report of	<i>Permanent.</i>
20.013	Administration, Teaching Schedules	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
20.014	Fiscal, Annual Audit of the Accounts of the Regional School District Committee	<i>Retain 7 years.</i>
20.015	Fiscal, Bid Specifications and Responses for Equipment and Supplies	<i>Retain with Contract Files.</i>
20.016	Fiscal, Bond Coupon Statements	<i>Retain until completion of satisfactory audit.</i>
20.017	Fiscal, Bond Coupons	<i>Retain 7 years after cancellation, provided a satisfactory audit has been completed.</i>
20.018	Fiscal, Bus Contracts	<i>Retain with Contract Files.</i>
20.019	Fiscal, Bus Transportation Requests	<i>Retain until completion of satisfactory audit.</i>
20.020	Fiscal, Bus Vouchers	<i>Retain 7 years provided a satisfactory audit has been completed.</i>
20.021	Fiscal, Educational Television Program Fund	<i>Retain until completion of satisfactory audit.</i>
20.022	Fiscal, Equipment Inventory Form	<i>Retain until superseded by next inventory.</i>
20.023	Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)	<i>Retain 5 years provided a satisfactory audit has been completed.</i>

Schedule Number and Title	Total Retention	Schedule Description
20.024	Fiscal, Food Service Records (a) Breakfast Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.025	Fiscal, Food Service Records (b) Commodity Distribution Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.026	Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records	<i>Retain 3 years.</i>
20.027	Fiscal, Food Service Records (d) Lunch Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.028	Fiscal, Food Service Records (e) Milk Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.029	Fiscal, Food Service Records (f) Paid Invoices	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
20.030	Fiscal, Food Service Records (g) Policies and Memoranda	<i>Retain 3 years if no informational or evidential value.</i>
20.031	Fiscal, Food Service Records (h) Reimbursement Claims	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
20.032	Fiscal, Invoice Warrant	<i>Retain until completion of satisfactory audit.</i>
20.033	Fiscal, Ledger, Agency and Trust Accounts	<i>Retain 10 years.</i>
20.034	Fiscal, Ledger, Appropriation	<i>Retain 10 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
20.035	Fiscal, Ledger, General	<i>Retain 10 years.</i>
20.036	Fiscal, Reimbursement Claims	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
20.037	Fiscal, School Aid Records	<i>Retain until completion of satisfactory audit.</i>
20.038	Fiscal, Supporting Cost, Allocation and Computation	<i>Retain until completion of satisfactory audit.</i>
20.039	Payroll, Fiscal, Blue Cross, Reports to	<i>Retain 3 years.</i>
20.040	Payroll, Payroll, Substitute Teacher Attendance Report	<i>Retain until completion of satisfactory audit.</i>
20.041	Payroll, Retirement Ledgers	<i>Permanent.</i>
20.042	Payroll, Substitute Teacher Employment Applications	<i>Retain 3 years after termination of employment.</i>
20.043	Payroll, Tax Exemption Certificate	<i>Retain 5 years or until administrative use ceases, whichever is later.</i>
20.044	Payroll, Tuberculosis; Report of School Personnel, Freedom from	<i>Retain 3 years upon reverification.</i>
20.045	Payroll, Vacancy, Posting of Teaching	<i>Retain 3 years.</i>
20.046	Payroll, Weekly, Biweekly or Monthly Payroll	<i>Retain until completion of satisfactory audit, provided recorded elsewhere in a summary record.</i>

Schedule Number and Title	Total Retention	Schedule Description
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20.047	Payroll, Work Sheets	
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Retain until completion of satisfactory audit.

**Municipal Records Retention Schedule
Agency/Sealers of Weights and Measures**

Schedule Number and Title	Total Retention	Schedule Description
21.001	Administration, Annual Report	<i>Retain until completion of satisfactory audit.</i>
21.002	Administration, Certification of Sealer's Equipment; retention after retesting and renewal.	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
21.003	Administration, Field Book - Sealing and Adjustment Record	<i>Retain until completion of satisfactory audit.</i>
21.004	Administration, Office Record and Ledger	<i>Permanent.</i>
21.005	Administration, Receipts from Treasurer	<i>Retain until completion of satisfactory audit.</i>
21.006	Field Records, Adjustments - Sealing - Not Sealed - Condemnations (Field Card)	<i>Retain 3 years beyond date of last entry.</i>
21.007	Field Records, Commodities Reweighing Record	<i>Retain 3 years.</i>
21.008	Field Records, Field Inspections and Test (Markings - Licenses - Systems - Certificates)	<i>Retain 3 years.</i>
21.009	Field Records, Fuel Delivery Inspection	<i>Retain 3 years.</i>
21.010	Field Records, Hawkers and Peddlers Inspection	<i>Retain 3 years.</i>
21.011	Field Records, Merchants Equipment Record	<i>Retain 3 years beyond date of last entry.</i>

Schedule Number and Title	Total Retention	Schedule Description
21.012	Field Records, Meter Test Record (Sealing or Retest)	<i>Retain 3 years.</i>
21.013	Field Records, Petroleum Delivery Inspection Record	<i>Retain 3 years.</i>
21.014	Field Records, Summary of Trial Weighing	<i>Retain 1 year.</i>
21.015	Field Records, Summary Record of Field Inspections and Tests Made	<i>Retain 1 year.</i>
21.016	Field Records, Tank Truck Calibration Record	<i>Retain 1 year beyond discontinuance of apparatus.</i>
21.017	Field Records, Taxi Inspection	<i>Retain 3 years.</i>
21.018	Field Records, Unit Pricing Inspection	<i>Retain 1 year.</i>

Municipal Records Retention Schedule
Agency/Select Boards

Schedule Number and Title	Total Retention	Schedule Description
22.001	Accounts and Receipts of Collector	
		<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
22.002	Administration, Appeal to Appellate Tax Board (ATB); retention after final settlement.	
		<i>Retain 3 years.</i>
22.003	Administration, Appointment Certificate; retention after termination of appointment.	
		<i>Retain 3 years.</i>
22.004	Administration, Appropriation forms for the payment of unpaid bills of previous years (a) Certificate of Order; retention after completion of satisfactory audit.	
		<i>Retain 7 years.</i>
22.005	Administration, Appropriation forms for the payment of unpaid bills of previous years (b) Certificate of Delivery; retention after completion of satisfactory audit.	
		<i>Retain 7 years.</i>
22.006	Administration, Appropriation forms for the payment of unpaid bills of previous years (c) Certificate of Receipt; retention after completion of satisfactory audit.	
		<i>Retain 7 years</i>
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.	
		<i>Retain 7 years</i>
22.008	Administration, Civil Service Forms	
		<i>Permanent.</i>
22.009	Administration, Employment Applications (a) hired employee.	
		<i>Permanent.</i>
22.010	Administration, Employment Applications (b) unhired.	
		<i>Retain 3 years.</i>
22.011	Administration, Rules for Police Stations, Lock-ups, Jails, etc	
		<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>

Schedule Number and Title	Total Retention	Schedule Description
22.012	Administration, Schedule of Departmental Bills Payable	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
22.013	Administration, Special Town Meeting Petitions	<i>Permanent.</i>
22.014	Administration, Treasury Warrants	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
22.015	Animal Control, Complaint against vicious or barking dog	<i>Retain 5 years.</i>
22.016	Animal Control, Warrant returned from police officer, constable and/or dog officer	<i>Retain 5 years.</i>
22.017	Animal Control, Warrant to police officer, constable and/or dog officer	<i>Retain 5 years.</i>
22.018	Boundary Records, Boundary Triangulation Points (as determined by State D.P.W.)	<i>Permanent.</i>
22.019	Boundary Records, Descriptions of Obliterated Town Markers	<i>Permanent.</i>
22.020	Boundary Records, Perambulation Records	<i>Permanent.</i>
22.021	Boundary Records, Plan of Boundary Change	<i>Permanent.</i>
22.022	Boundary Records, Proposal for Boundary Change	<i>Permanent.</i>
22.023	Boundary Records, Ratification and Acceptance of Boundary Change by General Court	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
22.024	Boundary Records, Receipts for registered notices to contiguous towns.	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
22.025	Education, Regional School District Annual Report	<i>Permanent.</i>
22.026	Education, Regional School District Organization Proposal	<i>Permanent.</i>
22.027	Education, Regional School District Planning Board Report	<i>Permanent.</i>
22.028	Elections, Education, Notice of Vacancy in General Court	<i>Retain 1 year from filling of vacancy.</i>
22.029	Elections, Notice of Vacancy in County Office	<i>Retain 1 year from filling of vacancy.</i>
22.030	Elections, Notice of Vacancy in Municipal, County or State Office Caused by Retirement	<i>Retain 1 year from filling of vacancy.</i>
22.031	Employment Service Record	<i>Retain 20 years following termination of employment.</i>
22.032	General, Deeds/Leases	<i>Permanent.</i>
22.033	General, Jury Service Questionnaire	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
22.034	General, Notice of Strike or Lockout	<i>Retain 5 years.</i>
22.035	General, Report of Insurance Commissioner Relating to Retirement Board	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
22.036	General, Report of Insurance Commissioner Relating to Weighing and Measuring	<i>Permanent.</i>
22.037	General, Report of Violations Relating to Weighing and Measuring	<i>Permanent.</i>
22.038	Licenses and Permits, Application for License (a) License Granted	<i>Retain 3 years past duration of license.</i>
22.039	Licenses and Permits, Application for License (b) License Denied	<i>Retain 3 years.</i>
22.040	Licenses and Permits, Application for Permit (a) License Granted	<i>Retain 3 years past duration of license.</i>
22.041	Licenses and Permits, Application for Permit (b) License Denied	<i>Retain 3 years.</i>
22.042	Licenses, Alcoholic Beverages, Application for License	<i>Permanent.</i>
22.043	Licenses, Alcoholic Beverages, Application for Transfer of License	<i>Permanent.</i>
22.044	Licenses, Alcoholic Beverages, Change of Location or Manager Position	<i>Permanent.</i>
22.045	Licenses, Alcoholic Beverages, Club License	<i>Retain 7 years after termination.</i>
22.046	Licenses, Alcoholic Beverages, Common Victualer License	<i>Retain 7 years after termination.</i>
22.047	Licenses, Alcoholic Beverages, Letter of Approval to ABCC	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
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22.048		Licenses, Alcoholic Beverages, Retail Package Goods License
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Retain 7 years after termination.

22.049		Licenses, Tavern License
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Retain 7 years after termination.

**Municipal Records Retention Schedule
Agency/Shellfish Constable**

Schedule Number and Title	Total Retention	Schedule Description
23.001	Catch Reports (Daily or Monthly)	<i>Retain 1 year following filing of annual report to Division of Marine Fisheries (DMF).</i>
23.002	Closure, Notices of	<i>Retain 3 years following reopening of area.</i>
23.003	License and Permit Stubs and Duplicates	<i>Retain 1 year following satisfactory completion of audit.</i>
23.004	License Applications	<i>Retain 1 year following expiration, provided satisfactory audit has been completed.</i>
23.005	Noncriminal Violation Citations	<i>Retain 1 year following satisfactory completion of audit unless complaint issued, then retain 1 year following audit following final disposition of case.</i>
23.006	Predator Control Permits and Reports	<i>Retain 5 years.</i>
23.007	Purification Plant, Reports of Transport of Shellfish to	<i>Retain 3 years.</i>
23.008	Relay Permits	<i>Retain 1 year following reopening of area.</i>
23.009	Seed Permits	<i>Retain 1 year following expiration.</i>
23.010	Shellfish Conservation and Management Plan	<i>Retain until superseded.</i>
23.011	Shellfish Grant Files	<i>Retain 7 years following expiration of grant.</i>

**Municipal Records Retention Schedule
Agency/Treasurer**

Schedule Number and Title	Total Retention	Schedule Description
24.001	Bills Receivable, Schedules of. Form AD 34, 35	<i>Retain until completion of satisfactory audit.</i>
24.002	Bonds, Performance, Assistant Treasurer	<i>Retain 7 years from expiration date.</i>
24.003	Bonds, Performance, Temporary Officer (C)	<i>Retain 7 years from expiration date.</i>
24.004	Bonds, Performance, Temporary Officer (T)	<i>Retain 7 years from expiration date.</i>
24.005	Bonds, Performance, Treasurer	<i>Retain 7 years from expiration date.</i>
24.006	Bonds, Performance, Treasurer to Comm. on Children's Health Camps	<i>Retain 7 years from expiration date.</i>
24.007	Cash Books	<i>Permanent.</i>
24.008	Collector's Payments to Treasurer, Schedule of. Form AD 7, 8, 397	<i>Retain until completion of satisfactory audit.</i>
24.009	Departmental Payments to Treasurer, Schedule of. Form AD 9, 10	<i>Retain until completion of satisfactory audit.</i>
24.010	Deposit Books	<i>Retain until reconciliation of appropriate bank statement or statements.</i>
24.011	Disallowance, Notices of	<i>Retain 6 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
24.012	Dog Licenses, Monthly Return of. Form DL6	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
24.013	Dog Licenses, Record of Payment for	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
24.014	Earning Records, Employees	<i>Permanent.</i>
24.015	Fines and Forfeitures (from Superior Court), Certificates of	<i>Retain until completion of satisfactory audit.</i>
24.016	Laws, Published (from State Secretary)	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
24.017	Loans, Bond Certificates and Coupons, Cancelled	<i>Retain 7 years after debt retired, provided a satisfactory audit has been completed.</i>
24.018	Loans, Borrowing, Report on	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
24.019	Loans, Debt Records	<i>Permanent.</i>
24.020	Loans, Notes and Certificates of Indebtedness, Cancelled	<i>Retain 7 years after debt retired, provided a satisfactory audit has been completed.</i>
24.021	Loans, Payment of Notes, Report to Director Concerning	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
24.022	Process, Service of	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
24.023	Public Welfare Lien, Certificate for Discharge of. Form 490	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
24.024	Receipts, Schedule of. Form AD11	<i>Retain until completion of satisfactory audit.</i>
24.025	Retirement Records	<i>Permanent.</i>
24.026	Tax Abatements, Notice of	<i>Retain until final settlement of levy or completion of satisfactory audit, whichever is later.</i>
24.027	Tax Exemption Certificates (M-4; W-4; 4-E)	<i>Retain 5 years or until administrative use ceases, whichever is later.</i>
24.028	Tax Titles, Account (with Betterment Assessments). Form 48B	<i>Permanent.</i>
24.029	Tax Titles, Account (without Betterment Assessments). Form 48A	<i>Permanent.</i>
24.030	Tax Titles, Account. Form 410	<i>Permanent.</i>
24.031	Tax Titles, Affidavit, Application for; to Foreclose Land of Low Value. Form 451	<i>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.</i>
24.032	Tax Titles, Assignment, Instrument of. Form 431	<i>Permanent.</i>
24.033	Tax Titles, Assignment, Notice of Intention. Form 430	<i>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.</i>
24.034	Tax Titles, Commissioner, Statement to. Form 452A	<i>Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
24.035	Tax Titles, Deed - Insufficient Bid. Form 324	<i>Permanent.</i>
24.036	Tax Titles, Deed to Municipality - Land of Low Value. Form 475	<i>Permanent.</i>
24.037	Tax Titles, Deed to Person - Land of Low Value. Form 474	<i>Permanent.</i>
24.038	Tax Titles, Deeds and Instruments of Taking, Receipts for. Form 411	<i>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.</i>
24.039	Tax Titles, Final Disposition, Notice to Collector of. Form 486	<i>Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.</i>
24.040	Tax Titles, Redemption, Certificate of Partial. Form 442	<i>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.</i>
24.041	Tax Titles, Redemption, Certificate of Receipt for Money Paid for Purpose of. Form 440	<i>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.</i>
24.042	Tax Titles, Redemption, Instrument of - Title in Municipality. Form 441	<i>Permanent.</i>
24.043	Tax Titles, Redemption, Receipt of Partial Payment of*. Form 433	<i>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.</i>
24.044	Tax Titles, Residence, Statement of	<i>Permanent.</i>

Schedule Number and Title	Total Retention	Schedule Description
24.045	Tax Titles, Sale, Custodian's Notice of*. Form 472	<i>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.</i>
24.046	Tax Titles, Sale, Notice of - Land of Low Value (Foreclosure of Tax Title). Form 470A	<i>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.</i>
24.047	Tax Titles, Sale, Notice of - Land of Low Value. Form 470	<i>Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.</i>
24.048	Tax Titles, Taking, Instrument of. Form 301	<i>Permanent.</i>
24.049	Tax Withholding Statements. Form W-2, M-2	<i>Retain 5 years, provided a satisfactory audit has been completed.</i>
24.050	Taxation, Notice of Amount to be Raised by	<i>Retain until final settlement of levy or completion of satisfactory audit, whichever is later.</i>
24.051	Taxation, Warrants, Bill and Payroll (T1, T2, C1, C2). Form T1, T2, C1, C2.	<i>Retain until completion of satisfactory audit.</i>

**Municipal Records Retention Schedule
Agency/Veterans' Service Agent**

Schedule Number and Title	Total Retention	Schedule Description
25.001	Administration, Audit of Monthly Report. Form VS-7	<i>Retain 7 years.</i>
25.002	Administration, Individual Payment Ledgers to Recipient	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction. Retention after reimbursement by state.</i>
25.003	Administration, Monthly Reports to Commissioner. Form VS-5 and VS-6	<i>Retain 7 years.</i>
25.004	Burial Records, Affidavit Relative to Burial of Veterans	<i>Retain until information is transferred onto "Grave Registration Card."</i>
25.005	Burial Records, Application for Burial Expense (VS-9)	<i>Retain until receipt of "Return of Expense for Burial."</i>
25.006	Burial Records, Death Report	<i>Retain until information is transferred onto "Grave Registration Card."</i>
25.007	Burial Records, Grave Registration Card	<i>Permanent.</i>
25.008	Burial Records, Return of Expense for Burial	<i>Retain 7 years, or completion of satisfactory audit, whichever is later.</i>
25.009	Case History File, Adjutant. Form AGO-10	<i>Permanent.</i>
25.010	Case History File, Armed Forces Discharge Papers	<i>Permanent.</i>
25.011	Case History File, Assignment, Discharge of	<i>Retain until reconciliation of Entire Case History File.</i>

Schedule Number and Title	Total Retention	Schedule Description
25.012	Case History File, Assignment, Form of	<i>Retain until reconciliation of Entire Case History File.</i>
25.013	Case History File, Assignment, Notice of	<i>Retain until reconciliation of Entire Case History File.</i>
25.014	Case History File, Assignment, Partial Discharge of	<i>Retain until reconciliation of Entire Case History File.</i>
25.015	Case History File, Bank Report	<i>Retain until reconciliation of Entire Case History File, only if bank has indicated there are funds in the account, otherwise until termination of case.</i>
25.016	Case History File, Entire Case History File	<i>Retain 20 years after last assistance granted, provided no indications of dependent claims in the future.</i>
25.017	Case History File, Income Report of Household Members	<i>Retain until termination of case.</i>
25.018	Case History File, Lien, Certificate of. Form VS-25	<i>Retain until reconciliation of Entire Case History File.</i>
25.019	Case History File, Lien, Discharge of. Form VS-26	<i>Retain until reconciliation of Entire Case History File.</i>
25.020	Case History File, Lien, Subordination Agreement. Form VS-12	<i>Retain until reconciliation of Entire Case History File.</i>
25.021	Case History File, Medical Report	<i>Retain until termination of case.</i>
25.022	Case History File, Order for Emergency Supplies (Food Order Book)	<i>Retain until termination of case.</i>

Schedule Number and Title	Total Retention	Schedule Description
25.023	Case History File, Paid Medical Insurance Premiums	<i>Retain until monthly audit or on destruction of VS-21A.</i>
25.024	Case History File, Proof of Dependence i.e., Birth and Marriage Certificates, Divorce and Adoption Papers	<i>Retain until reconciliation of Entire Case History File.</i>
25.025	Case History File, Unemployment Compensation Report (DES Inquiry)	<i>Retain until termination of case.</i>
25.026	Case History File, Veterans' Benefits, Application of. Form VS-1	<i>Retain until reconciliation of Entire Case History File.</i>
25.027	Case History File, Veterans' Benefits, Recommendation. Form VS-21A	<i>Retain until completion of satisfactory audit.</i>
25.028	Case History File, Wage Report	<i>Retain until termination of case.</i>