MUNICIPAL RECORDS RETENTION SCHEDULE

Quick Guide

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Municipal Records Retention Schedule
01 Records in Common/Buildings and Equipment

Schedule Number and Title	Total Retention	Schedule Description

01.004 **Administration, Building Plans**

Permanent.

01.025 **Equipment Inventory**

Retain until superseded by next inventory.

01.026 **Equipment Inventory Form**

Retain until superseded.

01.027 **Equipment Loan Report**

Retain until return of equipment.

01.028 **Equipment Maintenance and Repair Records**

Retain 1 year after disposal of equipment.

01.029 **Equipment Warranties**

Retain 1 year after disposal of equipment.

Schedule Number and Title	Total Retention	Schedule Description

01.010 **Bids for Contracts (a) Where no contract is awarded**

Retain 3 years from date of opening.

01.011 **Bids for Contracts (b) Where contract is awarded**

Retain with Contract Files.

01.017 **Contract Files – (a) where no debt is issued to pay the contract.**

Retain until completion of audit of final year of contract and change order payments.
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.**

Retain until completion of audit following year of final payment of all debt related to the project.
Includes documentation of award and performance of contract, original contract, change orders, all related purchase orders, invoices and schedules of bills payable.

Schedule Number and Title	Total Retention	Schedule Description

01.019 **Correspondence (a) Administrative Convenience**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.
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**

Retain 3 years.
General correspondence associated with administrative practices but does not create policy or procedure.

01.021 **Correspondence (c) Policy Development**

Retain 5 years.
Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters.

01.022 **Correspondence (d) Transitory Messages**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.
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.

Schedule Number and Title	Total Retention	Schedule Description

01.002 **Accounts Payable**

Retain until completion of satisfactory audit.

01.003 **Accounts Receivable**

Retain until completion of satisfactory audit.

01.008 **Audit Report**

Retain 10 years.

01.009 **Bank Statements**

Retain until completion of satisfactory audit.

01.012 **Bills Outstanding, Statement of**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

01.013 **Budget Estimates**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

01.014 **Cash Books**

Permanent.

01.015 **Check Registers**

Retain 7 years, or until completion of satisfactory audit.

01.016 **Checks, cancelled**

Retain 7 years, provided a satisfactory audit has been completed.

01.024 **Deposits to Treasurer**

Retain until completion of satisfactory audit.

01.030 **Expenditures (estimated)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

Schedule Number and Title	Total Retention	Schedule Description

01.034 **Invoices and Vouchers**

Retain until completion of satisfactory audit unless related to Contract Files.

01.082 **Payment to Treasurer, Schedule of (copy)**

Retain until completion of satisfactory audit.

01.120 **Prison-made Goods, List of**

Retain until superseded by receipt of new list.

01.121 **Prison-made Goods, Requisition for**

Retain until completion of satisfactory audit.

01.123 **Purchase Orders**

Retain until completion of satisfactory audit unless related to Contract Files.

01.124 **Purchase Requisitions**

Retain until completion of satisfactory audit unless related to Contract Files.

01.131 **Reserve Fund Transfer (RFT) Request**

Retain 1 year, provided satisfactory audit has been completed.

01.133 **Schedule of Departmental Payments to Treasurer**

Retain until completion of satisfactory audit.

01.134 **Transfer of Funds**

Retain until completion of satisfactory audit.

01.136 **Vendor List**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

01.137 **Vouchers – as approved by department head**

Retain until completion of satisfactory audit unless related to Contract Files.

01.141 **Work Sheets**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

01.035 **Licenses and Permits, Applications for**

Retain 1 year after closing or change of owner.

01.036 **Licenses and Permits, Auctioneers**

Permanent.

01.037 **Licenses and Permits, Billiard Saloons**

Permanent.

01.038 **Licenses and Permits, Bowling Alleys**

Permanent.

01.039 **Licenses and Permits, Carousels**

Permanent.

01.040 **Licenses and Permits, Dog Licenses**

Retain until completion of satisfactory audit. Retain record thereof for 2 years.

01.041 **Licenses and Permits, Druggist**

Retain 7 years after termination.

01.042 **Licenses and Permits, Exhibitions (Firefighting)**

Permanent.

01.043 **Licenses and Permits, Ferris Wheels**

Permanent.

01.044 **Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (a) Licenses**

Permanent.

01.045 **Licenses and Permits, Gasoline, Sale of, Manufacture, Storage (b) Renewals (certificates of annual registration)**

Retain 7 years.

Schedule Number and Title	Total Retention	Schedule Description

01.046 **Licenses and Permits, Hunting, Fishing, Trapping and Sporting Licenses, Monthly Return of**

Retain until completion of satisfactory audit.

01.047 **Licenses and Permits, Inclined Railways**

Permanent.

01.048 **Licenses and Permits, Inn holder**

Retain 7 years after termination.

01.049 **Licenses and Permits, Junk Collectors**

Permanent.

01.050 **Licenses and Permits, Junk Dealers**

Permanent.

01.051 **Licenses and Permits, Kennel Licenses**

Permanent.

01.052 **Licenses and Permits, License Book**

Permanent.

01.053 **Licenses and Permits, Log Book (where applicable)**

Permanent.

01.054 **Licenses and Permits, Mobile Home Parks**

Retain 1 year. Annual renewal is required.

01.055 **Licenses and Permits, Pawnbrokers**

Permanent.

01.056 **Licenses and Permits, Picnic Groves**

Permanent.

01.057 **Licenses and Permits, Pool Rooms**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

01.058 **Licenses and Permits, Raffles and Bazaars (a) Applications for**

Permanent.

01.059 **Licenses and Permits, Raffles and Bazaars (b) Report**

Retain until completion of satisfactory audit.

01.060 **Licenses and Permits, Record of**

Permanent.

01.061 **Licenses and Permits, Renewal Affidavit**

Permanent.

01.062 **Licenses and Permits, Roller Skating Rinks**

Permanent.

01.063 **Licenses and Permits, Secondhand Articles**

Permanent.

01.064 **Licenses and Permits, Shellfish**

Permanent.

01.065 **Licenses and Permits, Stallion Breeding Certificates**

Permanent.

01.066 **Licenses and Permits, Statement of Interest**

Permanent.

01.067 **Licenses and Permits, Steam-Power Boats for Hire**

Permanent.

01.068 **Licenses and Permits, Stubs**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

01.070 **Open Meeting Law: Complaints (Other than Open Meeting Law Complaints)**

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.

Includes complaints against the public body other than complaints violations of MGL c. 30A, §§18-25.

01.071 **Open Meeting Law: Correspondence**

Refer to "Correspondence" in this schedule for retention period requirements.

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**

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.

01.073 **Open Meeting Law: Meeting Agendas**

Retain 1 year.

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**

Permanent.

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**

Retain 1 year.

Includes the final, publicly posted version of all notices for meetings of public bodies.

01.076 **Open Meeting Law: Notice to Individuals**

Retain 6 years.

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).

01.077 **Open Meeting Law: Open Meeting Law Certifications**

Retain 6 months from the final day of the member's term of office.

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**

Retain 3 years.

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**

Retain 6 months.

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**

Retain until final minutes are approved or administrative use ceases, whichever occurs later.

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**

Retain until superseded by new versions of educational materials.

Includes educational materials provided to members of public bodies pursuant to MGL c. 30A, §19(b).

Schedule Number and Title	Total Retention	Schedule Description

01.001 **Abutters List**

Retain 1 year
Retention after supercession and 20-day appeal period.

01.005 **Annual Report**

Permanent.

01.006 **Audio Tapes, Hearings**

Retain 1 year following expiration of appeals period.

01.007 **Audio/Visual tape or Digital Recordings, security and surveillance tapes**

Retain 1 month.

01.023 **Data Processing Input Forms**

Retain until verification of outputs.

01.031 **Incident Reports**

Retain 3 years.

01.032 **Insurance Policies**

Retain 7 years after expiration of policy.

01.119 **Plans (referred to in Decisions)**

Permanent if not filed with clerk.

01.122 **Public Records Request Form**

Retain 3 years.

Schedule Number and Title	Total Retention	Schedule Description

01.069 **Mileage Reports**

Retain until completion of satisfactory audit.

01.083 **Payroll Sheets (Departmental)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

01.084 **Payroll, Registers**

Retain until completion of satisfactory audit, provided information is recorded in quarterly report. See Personnel, Payroll, Quarterly Reports (23.21).

01.085 **Personnel, (a) Employment Applications (Hired)**

Retain 20 years after termination of employment.

01.086 **Personnel, (b) Employment Applications (Unhired)**

Retain 1 year following filling of position or cancellation of vacancy, whichever is later.

01.087 **Personnel, (c) Earning Records**

Permanent.

01.088 **Personnel, (d) Personnel Files Other than Earning Records**

Retain 20 years after termination of employment.

01.089 **Personnel, Accident Report Forms**

Retain 3 years.

01.090 **Personnel, Accident Reports (a) Personal Injury**

Retain 7 years.

01.091 **Personnel, Accident Reports (b) Property Damage**

Retain 3 years.

01.092 **Personnel, Appointment Certificates**

Retain 20 years after termination (personnel file 23.50).

Schedule Number and Title	Total Retention	Schedule Description

01.093 **Personnel, Attendance Report**

Retain for 20 years after termination

01.094 **Personnel, Authorized Leave Report**

Retain 3 years.

01.095 **Personnel, Civil Service Approvals**

Retain 20 years after termination

01.096 **Personnel, Civil Service Forms**

Retain 20 years.

01.097 **Personnel, Court Witness Travel Expense**

Retain until completion of satisfactory audit.

01.098 **Personnel, Daily Assignment Sheets**

Retain 3 years.

01.099 **Personnel, Drill Reports**

Retain 3 years.

01.100 **Personnel, Earning Reports**

Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer, otherwise retain 60 years.

01.101 **Personnel, Equipment Loan Report (for Long Term Use)**

Retain until return of equipment.

01.102 **Personnel, Group Insurance Reports (Blue Cross etc.)**

Retain 3 years.

01.103 **Personnel, Individual Training Report**

Retain 7 years after termination of personnel.

01.104 **Personnel, Leave Reports (Authorized)**

Retain 3 years.

01.105 **Personnel, Overtime Reports**

Retain 3 years.

01.106 **Personnel, Payroll Deduction Reports**

Retain until administrative use ceases if record copy is kept centrally e.g., by Treasurer, otherwise retain until completion of satisfactory audit.

01.107 **Personnel, Payroll, Quarterly Reports**

Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer. Otherwise, retain 60 years.

01.108 **Personnel, Payroll, Weekly, Bi-weekly or Monthly Payroll**

Retain until completion of satisfactory audit provided recorded elsewhere in a summary record. See Payroll, Quarterly Reports.

01.109 **Personnel, Performance Bonds**

Retain 7 years.

01.110 **Personnel, Personnel Files**

Retain 20 years after termination.

01.111 **Personnel, Sick Leave Reports**

Retain 3 years.

01.112 **Personnel, Tax Exemption Certificates**

Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer; otherwise Retain 5 years, provided a satisfactory audit has been completed.

01.113 **Personnel, Tax Withholding Statements**

Retain 1 year if record copy is kept centrally e.g., by Accountant/Auditor or Treasurer; otherwise Retain 5 years, provided a satisfactory audit has been completed.

01.114 **Personnel, Time Sheets**

Retain 3 years following completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

01.115 **Personnel, Training Report for Individual Employees**

Retain 1 year if copy is filed in personnel file; otherwise retain 7 years after termination of employee.

01.116 **Personnel, Vacation Report**

Retain 3 years.

01.117 **Personnel, Weekly Personnel Report**

Retain 5 years.

01.118 **Physician's Accident Report**

Retain 7 years.

01.132 **Retirement Board, Reports to**

Retain until completion of satisfactory audit.

01.135 **Travel Expense Reports**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

01.125 **Receipt Book**

Retain until completion of satisfactory audit.

01.126 **Receipts**

Retain until completion of satisfactory audit.

01.127 **Receipts (estimated annual)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

01.128 **Receipts for Preceding Year, Notice of**

Retain until completion of satisfactory audit.

01.129 **Receipts, Daily**

Retain until completion of satisfactory audit.

01.130 **Receipts, Schedule of**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

01.033 **Invoice Warrants**

Retain until completion of satisfactory audit.

01.138 **Warrants – as signed by select board or the like**

Permanent.

01.139 **Warrants, Farm Animal, Equipment and Machinery Excise. Form 57FAE-ME**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

01.140 **Warrants, Various Warrants to Collector**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.
Includes all taxes, excises, betterments, special assessments liens (actual, original, omitted, revised, supplemental, reassessed, apportioned, added to tax, special, recommitted).

Schedule Number and Title	Total Retention	Schedule Description

02.001 **Accountant, Appointment of**

Permanent.

02.002 **Accountant, Oath of**

Permanent.

02.003 **Appropriation Statements, Monthly. Form AD 18**

Retain until completion of satisfactory audit.

02.004 **Appropriation, Notice of Expended**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

02.005 **Appropriation, Notice of Transfer**

Retain until completion of satisfactory audit.

02.006 **Appropriations, Table of Estimated**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

02.007 **Assistant, Appointment of**

Permanent.

02.008 **Assistant, Oath of**

Permanent.

02.009 **Bills Payable, Schedule of Departmental. Form AD 32, 33**

Retain until completion of satisfactory audit.

02.010 **Bills Receivable, Schedule of. Form AD 34, 35**

Retain until completion of satisfactory audit.

02.011 **Cash Book**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

Schedule Number and Title	Total Retention	Schedule Description

02.012 **Cash Sheets, Collector's. Form AD 26**

Retain until completion of satisfactory audit.

02.013 **Creditors, Notice of**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

02.014 **Debt Record. Form AD 14**

Retain 7 years after debt retired, provided a satisfactory audit has been completed.

02.015 **Disallowance, Notices of**

Retain until completion of satisfactory audit.

02.016 **Expenses, Report of Estimated**

Permanent.

02.017 **Journal**

Permanent.

02.018 **Laws, State**

Retain until administrative use ceases.

02.019 **Ledger, Appropriation. Form AD 8**

Retain 10 years.

02.020 **Ledger, Cemetery Trust Fund**

Permanent.

02.021 **Ledger, Classification. Form ADC 1-48**

Retain 10 years.

02.022 **Ledger, Debt**

Retain 7 years after debt retired, provided a satisfactory audit has been completed.

02.023 **Ledger, General. Form AD 3, 7**

Retain 10 years.

02.024 **Ledger, Retirement**

Retain 10 years.

02.025 **Motor Vehicle and Trailer Excise Tax Abatements, Monthly List of. Form AD 73**

Retain until completion of satisfactory audit.

02.026 **Motor Vehicle and Trailer Excise Tax Refunds, Schedule of. Form AD 74**

Retain until completion of satisfactory audit.

02.027 **Payments to Treasurer, Schedule of Collector's. Form AD 7, 8, 397**

Retain until completion of satisfactory audit.

02.028 **Payments to Treasurer, Schedule of Departmental. Form AD 9, 10**

Retain until completion of satisfactory audit.

02.029 **Property Tax Abatements, Monthly List of. Form AD 12**

Retain until completion of satisfactory audit.

02.030 **Tax Title Accounts. Form CD 1**

Retain until completion of satisfactory audit, after final disposition of account.

02.031 **Taxation, Notice of Amount to be Raised by**

Retain until administrative use ceases.

02.032 **Temporary Officer, Appointment of**

Permanent.

02.033 **Temporary Officer, Bond for**

Retain 7 years from termination of service.

02.034 **Temporary Officer, Oath of**

Permanent.

02.035 **Trail Balance Book**

Retain until administrative use ceases.

Schedule Number and Title	Total Retention	Schedule Description

02.036 **Treasurer's Receipts, Schedule of. Form AD 11**

Retain until completion of satisfactory audit.

02.037 **Vouchers, Schedules of Bills Payable and Payroll, as submitted by departments**

Retain until completion of satisfactory audit unless related to Contract Files.

02.038 **Vouchers. Form AD 19**

Retain until completion of satisfactory audit.

02.039 **Warrants, Bill and Payroll, Form C1, C1, T1, T2, as signed by the select board or the like**

Retain until final settlement of levy or completion of satisfactory audit, whichever is later.

02.040 **Water Charges Abated, Monthly List of. Form AD 37. Applies to any utility charges (sewer, solid waste etc.).**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

03.001 **Applications (a) Appeals**

Retain 1 year following expiration of 20-day appeal period.

03.002 **Applications (b) Comprehensive Permits**

Retain 1 year following expiration of 20-day appeal period.

03.003 **Applications (c) Special Permits**

Retain 1 year following expiration of 20-day appeal period.

03.004 **Applications (d) Variances**

Retain 1 year following expiration of 20-day appeal period.

03.005 **Appointment of Zoning Administrator**

Permanent.

03.006 **Decisions on (a) Appeals**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

03.007 **Decisions on (b) Comprehensive Permits**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

03.008 **Decisions on (c) Special Permits**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

03.009 **Decisions on (d) Variances**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

03.010 **Decisions on (e) Decisions of Zoning Administrator**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

03.011 **Notice For Public Hearings (a) Appeals**

Retain 1 year following expiration of 20-day appeal period.

Schedule Number and Title	Total Retention	Schedule Description

03.012 **Notice For Public Hearings (b) Comprehensive Permits**

Retain 1 year following expiration of 20-day appeal period.

03.013 **Notice For Public Hearings (c) Special Permits**

Retain 1 year following expiration of 20-day appeal period.

03.014 **Notice For Public Hearings (d) Variances**

Retain 1 year following expiration of 20-day appeal period.

03.015 **Petty Cash Records**

Retain until completion of satisfactory audit.

03.016 **Rules and Regulations (a) Board of Appeals**

Permanent.

03.017 **Rules and Regulations (b) Board of Appeals Acting as Special Permit Granting Authority**

Permanent.

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.**

Retain 3 years.

04.002 **Abatement, Applications for. Form 126, 127, 128, 129; retention following satisfactory audit and completion of all appeals.**

Retain 3 years.

04.003 **Abatement, Certificates of. Form 146, 146B, 147; retention following satisfactory audit and completion of all appeals.**

Retain 3 years.

04.004 **Abatements, Card Files of**

Retain 3 years.

04.005 **Agricultural or Horticultural and Recreational Land Classification Files**

Retain for 10 years after following later of audit or final settlement of levy audit.

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**

Retain until administrative use ceases.

04.007 **Amended Tax Base Growth Summary (including Tax Base Growth Parcel Listing). Form LA-13A**

Retain 5 years.

04.008 **Appellate Tax Board (ATB) case files**

Retain 3 years.

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**

Retain 3 years.

04.010 **Assessment/Classification Report. Form LA-4**

Retain 5 years.

Schedule Number and Title	Total Retention	Schedule Description

04.011 **Assessors' Tax Maps**

Permanent.

04.012 **Authorization to Issue Preliminary Tax Bills**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.013 **Betterments, Card Records of**

Retain for the duration of the apportionment.

04.014 **Building Permits**

Retain until administrative use ceases.

04.015 **Certification of Unpaid Betterment Liens. Form 261**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.016 **Classification Tax Rate Allocation. Form LA-5**

Retain until approval of new tax rate.

04.017 **Collector’s Schedule of Uncollectible Excises. Form 166/380 – MVE/BE**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.018 **Cooperative Assessing Agreement**

Retain 7 years following termination of agreement.

04.019 **County Commissioners' Notification to Assessors**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.020 **Data Processing Input Forms**

Retain until verification of outputs.

04.021 **Deed and Title Abstracts**

Retain until administrative use ceases.

04.022 **Department of Revenue Directives and Guidelines**

Retain until superseded.

Schedule Number and Title	Total Retention	Schedule Description

04.023 **Divided Assessment, Notice of**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.024 **Equalized Valuation LA-3 Status Report**

Retain 3 years.

04.025 **Estimated Growth Report**

Retain 5 years.

04.026 **Exemption, Certificates of**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.027 **Exemptions for Charitable Organizations, Application Files (includes 3ABC and Annual Reports)**

Retain 3 years following audit following final settlement of levy following termination of exemption.

04.028 **Exemptions for Persons, Application Files, including Motor Vehicle Excise**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.029 **Exemptions, Card Files of**

Retain 3 years.

04.030 **Forest Land Classification Files**

Retain for 10 years after following later of audit or final settlement of levy audit.

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**

Retain 3 years.

04.032 **Geographic (Street) File**

Retain until administrative use ceases.

04.033 **Income and Expense Statements**

Retain 3 years.

Schedule Number and Title	Total Retention	Schedule Description

04.034 **Land Court Records**

Retain until administrative use ceases.

04.035 **List of Tax Bills Which Merit Exemption**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.036 **Minimum Residential Factor Computation Form. Form LA-7**

Retain until approval of new tax rate.

04.037 **Monthly List of Abatements of Motor Vehicle and Trailer Excise (to Accountant). Form 156**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.038 **Monthly List of Taxes Abated, Real Estate and Personal Property. Form 155**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.039 **Municipal Liens and Releases**

Retain 1 year after recording of release.

04.040 **Notice from Collector that Certain Taxes Cannot be Collected. Form 380, 380A**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.041 **Notice of Assessment. Form 1**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.042 **Notice of Commitment (to Accountant). Form 54**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.043 **Notification of Acceptance (of Section of Chapter, to Commissioner)**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.044 **Notification of Collector's Bond**

Retain until expiration of bond.

04.045 **Office Expense Records**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

04.046 **Omitted and Revised Assessment Report**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.047 **Owners Unknown, Request for Approval to Assess to**

Retain 1 year after Decree of Foreclosure by Land Court.

04.048 **Personal Property Tax. Form 37S**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.049 **Pro Forma Recapitulation**

Permanent.

04.050 **Probate Records**

Retain until administrative use ceases.

04.051 **Property History (Street or Legal) Cards**

Permanent.

04.052 **Property Record Cards**

Retain until completion of two revaluation cycles.

04.053 **Property Sales Report. Form LA 3**

Retain 3 years.

04.054 **Real Estate Subsequently Divided, Notice of Apportionment of Taxes on**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.055 **Real Estate Tax. Form 38S**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.056 **Records of Abatement. Form 151**

Permanent.

04.057 **Reference Files (including Manuals and Text Books)**

Retain until administrative use ceases.

Schedule Number and Title	Total Retention	Schedule Description

04.058 **Refusal to Abate Property Tax, Notice of. Form 135, 135E, 136**

Retain 3 years.

04.059 **Reimbursement Records, All Exemptions**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.060 **Report of All Exemptions Granted (to Commissioner)**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.061 **Return to Assessors, Boats Ships and Vessels. Form 2BE-1**

Retain 3 years.

04.062 **Sales Questionnaires**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

04.063 **Schedule of Departmental Payments to Treasurer. Form AD-10**

Retain until completion of satisfactory audit.

04.064 **Schedule of Uncollected Motor Vehicle and Trailer Excise Taxes (to Commissioner). Form 386**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.065 **Separate Tax Bills, Record of Real Estate Assessments for**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.066 **State and County Taxes, Payment of**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.067 **State Treasurer's Notification to Assessors**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.068 **State-owned Land, Commissioner's Notification to Assessors of his Determination of Value of**

Retain 5 years.

04.069 **State-owned Land, Request from Commissioner for Assessors to Notify of Assessed Value of**

Retain 5 years.

Schedule Number and Title	Total Retention	Schedule Description

04.070 **Tax Base Growth Summary (including all supporting documentation). Form LA-13**

Retain 5 years.

04.071 **Tax Bills, Notifications and Demands (Assessors' copies)**

Retain until completion of satisfactory audit.

04.072 **Tax Deferral Files**

Retain 1 year following release of lien.

04.073 **Tax Rate Recapitulation. Form 31C**

Permanent.

04.074 **Total Valuation of All Property. Form LA-2**

Retain until approval of new tax rate.

04.075 **Uncollectible Taxes, Certification of Abatement. Form 166**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.076 **Valuation Lists, (a) Motor Vehicle and Trailer**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

04.077 **Valuation Lists, (b) all but Motor Vehicle and Trailer**

Permanent.

04.078 **Water and Sewer, Unpaid Lien Added to Taxes**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.
Applies to all license added to a tax, e.g., municipal charges, fines, water, solid waste, sewer, demolition, light plant, etc.

Schedule Number and Title	Total Retention	Schedule Description

05.001 **Animal Inspector, Records of Inspection by**

Permanent.

05.002 **Animal, Certificate of Healthy Condition; retention by Animal Inspector.**

Permanent.

05.003 **Animal, Notice of Quarantine of Domestic; retention by Animal inspector.**

Permanent.

05.004 **Building Report - Animal Inspector to Director**

Retain 1 year, provided copy recorded permanently in records of Animal Inspector.

05.005 **Burial or Removal Permit. Form R-309**

Permanent.

05.006 **Cemeteries, Approval of Public (including plans thereof)**

Permanent.

05.007 **Communicable Disease among Animals, Notice of**

Permanent.

05.008 **Communicable Disease History Sheet**

Retain 3 years following inactive status.

05.009 **Communicable Disease, Notice of Carcass Infected with**

Permanent.

05.010 **Communicable Disease, Records of (ledger)**

Permanent.

05.011 **Communicable Disease, Weekly Report of Deaths**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

05.012 **Contacts with Living Patients**

Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.

05.013 **Deceased Contacts, Records of**

Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.

05.014 **Deceased Patients, Records of**

Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.

05.015 **Dental Examination Records**

Retain 1 year after inactive status.

05.016 **Direct Patient Care Service, Records of (including Primary Care Center)**

Retain 30 years.

05.017 **Food Establishments and Bakeries, Floor Plans of**

Retain 1 year after closing or change of owner.

05.018 **Health Assessments**

Retain 1 year after referral to physician or inactive status.

05.019 **Immunization, Records of (excluding Influenza, see below)**

Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.

05.020 **Index Cards**

Retain 30 years.

05.021 **Influenza Immunization, Records of**

Retain 7 years, unless regulated by other statutory requirements.

05.022 **Inspection Reports**

Retain until superseded by subsequent report.

Schedule Number and Title	Total Retention	Schedule Description

05.023 **Living Contacts of Deceased Patients, Records of**

Retain 7 years.

05.024 **Milk Inspector, Records of**

Permanent.

05.025 **Noisome Trades, Assignment of Place for (approved plan must exist with a letter and map)**

Permanent.

05.026 **Nuisance, Notice/Order to Abate**

Retain 1 year.

05.027 **Occupancy, Certificate of**

Retain until next certificate is issued.

05.028 **Physicians' Orders**

Retain 7 years, if the contact is in good health, unless the provisions of c. 111 s. 70 apply, then retain 30 years.

05.029 **Reports from Hospitals and Clinics**

Retain 7 years.

05.030 **Rules and Regulations**

Permanent.

05.031 **Sanitary Landfill, Assignment of Plans for**

Permanent.

05.032 **Sanitary Landfill, Plan for**

Permanent.

05.033 **School Health Records**

Retain 5 years after graduation or departure from school system.

Schedule Number and Title	Total Retention	Schedule Description

05.034 **Screening, Records of (a) Positive Test**

Retain 1 year after referral to physician or inactive status.
Including tuberculosis, lead poisoning, and related testing programs

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05.035 **Screening, Records of (b) Negative Test**

Retain until administrative use ceases.
Including tuberculosis, lead poisoning, and related testing programs

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05.036 **Slaughter House, Approval of Operation of**

Permanent.

05.037 **Subdivision Plan to Planning Board, Report of Definitive**

Permanent.

05.038 **Subdivision Plan, Definitive**

Permanent.

05.039 **Subdivision Plan, Notice of Approval/Disapproval**

Permanent.

05.040 **Subdivision Plan, Preliminary**

Permanent.

05.041 **Subsurface Sewer Disposal System**

Retain until new system is installed.

05.042 **Subsurface Sewer Disposal System, Inspection Report Records**

Retain until new system is installed.

05.043 **Veterans, Affidavit Relative to Burial**

Retain 1 year.

05.044 **Well Child Clinic, Records of**

Retain until child reaches age 21.
Including preschool immunization

Schedule Number and Title	Total Retention	Schedule Description

06.001 **Application for Permits (a) Building**

Retain for life of building.
Record all permits in permanent log.

06.002 **Application for Permits (b) Electrical Wiring**

Retain 7 years.
Record all permits in permanent log.

06.003 **Application for Permits (c) Elevator and Escalator**

Retain 7 years.
Record all permits in permanent log.

06.004 **Application for Permits (d) Erect, Alter or Repair**

Retain for life of building.
Record all permits in permanent log.

06.005 **Application for Permits (e) Gas Fitting**

Retain 7 years.
Record all permits in permanent log.

06.006 **Application for Permits (f) Plumbing Work**

Retain 7 years.
Record all permits in permanent log.

06.007 **Application for Permits (g) Signs**

Retain for life of installation.
Record all permits in permanent log.

06.008 **Application for Permits (h) Swimming Pool**

Retain for life of installation.
Record all permits in permanent log.

06.009 **Audit account form**

Permanent.
Audit account form

Schedule Number and Title	Total Retention	Schedule Description

06.010 **Elevator and Escalator Inspection Records (a) Plans for Installation or Alteration**

Retain 7 years.

06.011 **Elevator and Escalator Inspection Records (b) Specifications**

Retain 3 years.

06.012 **Elevator and Escalator Inspection Records (c) Certificate of Approval**

Retain until superseded.

06.013 **Elevator and Escalator Inspection Records (d) Inspection Reports**

Retain until superseded provided Certificate of Approval is granted.

06.014 **Elevator and Escalator Inspection Records (e) Certificate or Notice as to Safety and Construction**

Retain until superseded.

06.015 **Elevator and Escalator Inspection Records (f) Reports as to Unsafe Conditions and Accidents; Accident Reports; Receipts for Accident Reports**

Retain 7 years after abatement.

06.016 **Equipment Records**

Retain 7 years.

06.017 **Inspection Certificates (a) Egress**

Retain for life of building.

06.018 **Inspection Certificates (b) Occupancy**

Retain for life of building.

06.019 **Inspection Certificates (c) Other: Building, Elevator and Escalator, Gas Fitting, Plumbing and Wiring, etc.**

Retain until superseded.

06.020 **Notices (a) To Affix Street Numbers**

Retain 7 years.

06.021 **Notices (b) Building in Dangerous Condition**

Retain for life of building or 7 years after abandonment, whichever is sooner.

Schedule Number and Title	Total Retention	Schedule Description

06.022 **Notices (c) To Cease and Desist Illegal Work**

Retain 7 years after abatement.

06.023 **Notices (d) Violation**

Retain 1 year.

06.024 **Permit Log**

Permanent.

06.025 **Petty Cash Records**

Retain until completion of satisfactory audit.

06.026 **Plans and Specifications (a) Plans of Buildings with Public Access**

Permanent.

06.027 **Plans and Specifications (b) Plans of Private Dwellings**

Retain for life of building.

06.028 **Plans and Specifications (c) Specifications**

Retain 7 years after completion of building.

06.029 **Plans and Specifications (d) Plans and Specifications of Buildings Included in the State Register of Historic Places, or Eligible for Inclusion**

Permanent.
Please call the Mass. Historical Commission (617-727-8470) where clarification is needed.

06.030 **Retired Vehicle Records**

Retain 1 year after retirement of vehicle.

06.031 **Sick Leave Reports**

Retain 3 years.

06.032 **Special Investigation Records**

Retain 7 years.

Schedule Number and Title	Total Retention	Schedule Description

06.033 **Waiver of Code Regulation**

Retain for life of building.

Schedule Number and Title	Total Retention	Schedule Description

07.001 **Assignment, Creditors, Benefit of**

Retain 7 years following dissolution of trust.

07.002 **Assignment, Fenceviewers**

Permanent.

07.003 **Assignment, Wage**

Permanent.

07.004 **Bonds, Blasting**

Retain 5 years from expiration date.

07.005 **Bonds, City/Town Clerk**

Retain 7 years from expiration date.

07.006 **Bonds, Constable**

Retain 5 years from expiration date.

07.007 **Bonds, Fireworks, Manufacture of**

Retain 5 years from expiration date.

07.008 **Bonds, Performance**

Retain 7 years from expiration date.

07.009 **Bonds, Shooting Gallery License, Applicant for**

Retain 5 years from expiration date.

07.010 **Bulky Goods, Attachment of**

Permanent.

07.011 **Business Notices, Certificate**

Retain 5 years.

Schedule Number and Title	Total Retention	Schedule Description

07.012 **Business Notices, Discontinuance, Change of Address, etc., Notice of**

Retain 5 years.

07.013 **By-Laws (including written approval of Attorney General"**

Permanent.

07.014 **Census, Annual Town**

Retain 1 year or after publication of Street List, whichever is later. Permission from Supervisor not required for destruction.

07.015 **Charters, Adoption, Certificate of**

Permanent.

07.016 **Charters, Adoption, Petition of**

Retain 1 year following election.

07.017 **Charters, Final Report**

Permanent.

07.018 **Charters, Nomination Papers (Charter Commission)**

Retain 1 year.

07.019 **Charters, Organization, Notice of**

Retain 60 days following election at which proposed charter, revision, or amendment is approved.

07.020 **Charters, Preliminary Report**

Permanent.

07.021 **Charters, Receipts and Expenditures, Account of**

Retain 1 year following adoption of charter.

07.022 **Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (a) Pre-1920 Records**

Permanent.

07.023 **Chattel Mortgages, Pre-Uniform Commercial Code (all filings) (b) Records from 1920-1958**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

07.024 **Chattel Mortgages, Uniform Commercial Code (UCC) (all filings)**

Retain 6 years, or 1 year following date of lapse.

07.025 **Church Records**

Permanent.

07.026 **Claims of Payment**

Retain 7 years.

07.027 **Condensed Financial Returns**

Retain 6 years.

07.028 **Conflict of Interest Statements**

Retain 7 years or following termination of employment, whichever date is later.

07.029 **Debt, Statements of, Public Works, Labor and Material used in**

Retain 7 years.

07.030 **Debt, Statements of, Railroad, Work performed for**

Retain 7 years.

07.031 **Declarations of Trust**

Permanent.

07.032 **Deeds (Cemetery Lots)**

Permanent.

07.033 **Dog Owners, Annual List of**

Retain 1 year. Permission from Supervisor not required for destruction.

07.034 **Elections, Absentee Ballots, Applications and Envelopes for**

Retain 30 days following the election (if no appeals are pending). Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.

07.035 **Elections, Ballots, Regular and Absentee**

Retain 30 days following the election (if no appeals are pending). Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.

07.036 **Elections, Board of Registrars, Minutes of**

Permanent.

07.037 **Elections, Campaign Finance Statements. Form CPF M 102**

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.

07.038 **Elections, Central Voter Registration System Acknowledgement Notice - Federal office candidates**

Retain 3 years.

07.039 **Elections, Central Voter Registration System Acknowledgement Notice - non-Federal office candidates**

Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.

07.040 **Elections, Central Voter Registration System Affirmation of Current Residence**

Retain 3 years. Permission from Supervisor not required for destruction.

07.041 **Elections, Central Voter Registration System Confirmation Notice - Federal office candidates**

Retain 3 years.

07.042 **Elections, Central Voter Registration System Confirmation Notice - non-Federal office candidates**

Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.

07.043 **Elections, Central Voter Registration System Final Notice of Removal - Federal office candidates**

Retain 3 years.

07.044 **Elections, Central Voter Registration System Final Notice of Removal - non-Federal office candidates**

Retain 1 year following date of mailing of final notice of removal or reinstatement of voter.

07.045 **Elections, Claim to Office, Statement of**

Retain until withdrawal of claim or final adjudication of contest. Permission from Supervisor not required for destruction.

07.046 **Elections, Declaration of Intention to Contest Election**

Retain until withdrawal of claim or final adjudication of contest. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.

07.047 **Elections, Electronic Vote Tabulation Records for federal elections**

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.

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**

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.

Includes removable storage devices from electronic tabulators such of OPTECH, VTOMATIC, DATABOT, ACCU-VOTE and EAGLE

07.049 **Elections, Initiative Petition (Local Election) - Federal**

Retain 3 years.

07.050 **Elections, Initiative Petition (Local Election) - non-Federal**

Retain 1 year.

07.051 **Elections, Nomination Papers - Federal**

Retain 3 years.

07.052 **Elections, Nomination Papers - non-Federal**

Retain 1 year.

07.053 **Elections, Nomination, Certificate of - Federal**

Retain 3 years.

07.054 **Elections, Nomination, Certificate of - non-Federal**

Retain 1 year.

07.055 **Elections, Nomination, Certificate of Objection to - Federal**

Retain 3 year.

07.056 **Elections, Nomination, Certificate of Objection to - non-Federal**

Retain 1 year.

07.057 **Elections, Nomination, Certificate of Withdrawal from - Federal**

Retain 3 years.

07.058 **Elections, Nomination, Certificate of Withdrawal from - non-Federal**

Retain 1 year.

07.059 **Elections, Party Enrollment**

Retain 5 years after supersession or 2 years after removal from voting list, which ever comes first. Permission from Supervisor not required for destruction.

07.060 **Elections, Political Committee, List of Officers and Members of (City, Ward, Town)**

Retain 5 years. Permission from Supervisor not required for destruction.

07.061 **Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (a) Candidate's political committee**

Retain records required to be filed with the clerk until December 31st of the sixth year following the relevant election.

07.063 **Elections, Political Committee, Non-Elected, Statement of. Form CPF 101 (b) Committees other than those authorized by a candidate**

Retain 3 years.

07.064 **Elections, Recount, Petition and Statement for**

Retain 30 days following election, if no appeals pending. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.

Schedule Number and Title	Total Retention	Schedule Description

07.065 **Elections, Register of Voters, Affidavit of**

Retain 2 years after cancelled registration.

07.066 **Elections, Register of Voters, Annual**

Permanent.

07.067 **Elections, Register of Voters, General**

Permanent.

07.068 **Elections, Supplementary Registration, Certificates of**

Retain 3 years. Permission from Supervisor not required for destruction.

07.069 **Elections, Tally Sheets**

Retain 3 years. Permission from Supervisor not required for destruction.

07.070 **Elections, Voter Check-Off List**

Retain 2 years. Records of election in which candidates for Federal office participate must be kept for 22 months following the election. Permission from Supervisor not required for destruction.

07.071 **Elections, Voter Registration, Affidavit of, Non-Resident**

Retain 30 days following next state election. Records of election in which candidates for Federal office participate must be kept for 22 months following the election.

07.072 **Elections, Voting List, Certificate of Omission from**

Retain 3 years after cancellation of registration. Permission from Supervisor not required for destruction.

07.073 **Federal Tax Liens (including Certificates of Discharge, Release)**

Retain 1 year following discharge of lien.

07.074 **Initiative Petition (Sale of Liquor in Taverns)**

Retain 30 days following election. Permission from Supervisor not required for destruction.

07.075 **Inventory and Bond ("Closing Out" and similar sale)**

Retain 3 years.

Schedule Number and Title	Total Retention	Schedule Description

07.076 **Jury List**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

07.077 **Jury Selection List (a) Numbered Resident List; Numbered Resident File; Random Number List; Typewritten List of Randomly Selected Jurors**

Retain until the end of the calendar year following the year in which records were prepared. Permission from Supervisor not required for destruction.

07.078 **Jury Selection List (b) Prospective Juror List**

Retain 7 years. Permission from Supervisor not required for destruction.

07.079 **Low Lands; Petition, Order for Road to**

Permanent.

07.080 **Oaths, Office**

Permanent.

07.081 **Oaths, Public Records**

Permanent.

07.082 **Ordinances**

Permanent.

07.083 **Performance Certificates**

Retain 7 years or following termination of employment, whichever date is later.

07.084 **Persons Sworn, Record of**

Permanent.

07.085 **Planning Board, Plans and Records**

Permanent.

07.086 **Planning Board, Subdivision Control Records, Preliminary and Definitive**

Permanent.

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

Schedule Number and Title	Total Retention	Schedule Description

07.099 **Public Market, Petition for**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

07.100 **Public Ways, Appeal, Notice of (Change in Name of Public Way)**

Retain 1 year from date of hearing.

07.101 **Public Ways, Board of Survey, Plans Submitted to**

Permanent.

07.102 **Public Ways, Injury, Notice of**

Retain 5 years.

07.103 **Public Ways, Layouts/Alterations/Discontinuations, Record of**

Permanent.

07.104 **Railroads, Notice of Intention to Claim Right of Action for Materials and Labor Furnished to**

Retain 7 years.

07.105 **Registration, Certificates of, Architecture Certificate of Registration (Notice of Revocation)**

Permanent.

07.106 **Registration, Certificates of, Electrolysis Certificate of Registration**

Permanent.

07.107 **Registration, Certificates of, Medicine Certificate of Registration**

Permanent.

07.108 **Registration, Certificates of, Optometry Certificate of Registration**

Permanent.

07.109 **Registration, Certificates of, Osteopathy Certificate of Registration**

Permanent.

07.110 **Registration, Certificates of, Podiatry Certificate of Registration**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

07.111 **Resignations of City Officials**

Permanent.

07.112 **Rules, Regulations of all Town Boards and Officers**

Permanent.

07.113 **Special Permit Granting Authority, Records of**

Permanent.

07.114 **State Audit (City/Town Accounts)**

Retain 10 years.

07.115 **State Tax Liens**

Retain 1 year following redemption or waiver, or retain 7 years if not redeemed or waived.

07.116 **Street List**

Permanent.

07.117 **Summons**

Retain until final adjudication of contest.

07.118 **Tenement Housing, Attorney, Appointment of**

Retain for duration of appointment.

07.119 **Tenement Housing, Owner, Notice of**

Retain 1 year (on or after May 1st).

07.120 **Tenement Housing, Plans, Specifications, etc.**

Retain for lifetime of building.

07.121 **Tenement, Agent for Owner of**

Retain for duration of appointment.

07.122 **Towels, etc., Registration of Rented**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

07.123 **Town Meeting Records**

Permanent.

07.124 **Vessel, Statement of Lien on**

Retain 7 years.

07.125 **Vital Statistics, Birth, Death and Marriage (all official forms related to the registration process)**

Permanent.

07.126 **Wills (Perpetual Care of Cemetery Lots)**

Permanent.

07.127 **Zoning Board of Appeals, Appeal to Superior Court, Notice of**

Permanent.

07.128 **Zoning Board of Appeals, Decisions and Proceedings (i.e., all official forms related to the appeal process)**

Permanent.

07.129 **Zoning Board of Appeals, Rules**

Permanent.

07.130 **Zoning Board of Appeals, Subdivision Control Law, Notice of Appeal to Superior Court**

Permanent.

07.131 **Zoning Board of Appeals, Subdivision Control Law, Proceeding Under**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

08.001 **Betterment Lien, Certificate Dissolving (Payment Stub). Form 374**

Retain until completion of satisfactory audit.

08.002 **Betterment Liens, Certification to Assessors. Form 261**

Retain until completion of satisfactory audit.

08.003 **Bills, Paid Receivables other than Taxes**

Retain until completion of satisfactory audit.

08.004 **Bills, Tax (paid)**

Retain until completion of satisfactory audit.

08.005 **Bonds, performance, Deputy Collector**

Retain 7 years from date of expiration.

08.006 **Bonds, performance, Special Collector**

Retain 7 years from date of expiration.

08.007 **Bonds, performance. Collector**

Retain 7 years from date of expiration.

08.008 **Cash Books, Motor Vehicle Excise. Form 200 MV**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later. If levy not settled, 10 years.

08.009 **Cash Books, Other**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

08.010 **Cash Books, Property. Form 200 RE**

Retain until all taxes actually collected or abated.

08.011 **Cash Books, Sewer. Form AD26S**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

Schedule Number and Title	Total Retention	Schedule Description

08.012 **Cash Books, Water. Form AD26**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

08.013 **Commitment Books (All)**

Permanent.

08.014 **Deputy Collector, Application for Appointment. Form 262**

Retain 5 years following expiration of service.

08.015 **Deputy Collector, Approval of Appointment. Form 263**

Permanent.

08.016 **Municipal Lien Certificate Stubs. Form 290**

Retain 3 years or following completion of satisfactory audit, whichever is later.

08.017 **Municipal Lien, Renunciation of Rights under Statement to Continue. Form 291**

Retain 3 years or following completion of satisfactory audit, whichever is later.

08.018 **Municipal Lien, Statement Filed to Continue. Form 291**

Retain 3 years or following completion of satisfactory audit, whichever is later.

08.019 **Schedules, General, Collector's Payments to Treasurer. Form AD8**

Retain until completion of satisfactory audit.

08.020 **Schedules, General, Collector's Payments to Treasurer/District Taxes. Form 398**

Retain until completion of satisfactory audits of both the municipality and the district.

08.021 **Schedules, General, Collector's Payments to Treasurer/Property and other Charges**

Retain until completion of satisfactory audit.

08.022 **Schedules, General, Motor Vehicle and Trailer Excise, Refunds through Abatement of. Form 236**

Retain until completion of satisfactory audit.

08.023 **Schedules, General, Treasurer's Receipts**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

08.024 **Schedules, General, Water Lien, Certificates. Form 370, 373, 260**

Retain until completion of satisfactory audit.

08.025 **Schedules, Uncollected Taxes, Property and Other Taxes to Assessors. Form 385**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

08.026 **Tax Bill, Request for Separate. Form 208B**

Retain until final settlement of levy.

08.027 **Tax Claim, Unsecured**

Retain until completion of satisfactory audit or resolution of claim, whichever is later.

08.028 **Tax Titles, Forms, Accounts, List of Recorded Sales or Takings to be set up as Tax Title. Form 346**

Permanent.

08.029 **Tax Titles, Forms, Accounts, Subsequent Taxes to be Added to. Form 347 (b) tax account is not redeemed by owner**

Permanent.

08.030 **Tax Titles, Forms, Bill, Affidavit of Time of First Sending. Form 214**

Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent.

08.031 **Tax Titles, Forms, Demand, Affidavit of - Two or More Persons. Form 331**

Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent.

08.032 **Tax Titles, Forms, Demand, for Action to Protect Property. Form 254**

Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent.

08.033 **Tax Titles, Forms, Invalid Title, Deed of Release of. Form 32**

Permanent.

08.034 **Tax Titles, Forms, Invalid Title, Disclaimer of**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

08.035 **Tax Titles, Forms, Invalid Title, Notice of - Assessors to Collector*. Form 190**

Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent.

08.036 **Tax Titles, Forms, Invalid Title, Notice of Refusal to Release**

Permanent.

08.037 **Tax Titles, Forms, Invalid Title, Notice of*. Form 355**

Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent.

08.038 **Tax Titles, Forms, Lands of Low Value, Schedule of, to Commissioner***

Tax account redeemed by owner: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed by owner: Permanent.

08.039 **Tax, Certificate of Payment by Mortgagee or other Interested Person. Form 222**

Retain until completion of satisfactory audit.

08.040 **Taxes, Uncollected, Certification of Abatement to Collector**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

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**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

08.042 **Warrants and Notices, Forest Land Tax Lien. Form 17D**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

08.043 **Warrants and Notices, Forest Product Tax**

Retain until completion of satisfactory audit or final settlement of levy, whichever is later.

Schedule Number and Title	Total Retention	Schedule Description

09.001 **Certificate of Compliance**

Retain until recorded in the Registry of Deeds.

09.002 **Certificate of Compliance (Partial)**

Retain until the complete Certificate of Compliance has been filed.

09.003 **Certification of an Emergency Project**

Retain until the complete Certificate of Compliance has been filed or until order/determination expires.

09.004 **Determination of Applicability, Reply of (Negative)**

Retain until project is complete or until Determination of Applicability has expired.

09.005 **Determination of Applicability, Reply of (Positive)**

Retain until project is complete or until Determination of Applicability has expired.

09.006 **Determination of Applicability, Request for**

Retain 1 year.

09.007 **Determination, Withdrawal of Request for**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

09.008 **Engineering Drawings (Plans)**

Permanent.

09.009 **Environmental Data Form**

Retain until Certificate of Compliance has been issued.

09.010 **Gifts (copies of)**

Retain until completion of satisfactory audit.

09.011 **Ledger Books (Data on material recorded in the Registry of Deeds)**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

09.012 **Notice of Exemption (Obsolete)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

09.013 **Notice of Intent (Application). Includes supporting information narrative, boring logs, plans, etc.**

Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.

09.014 **Order of Conditions (Extension Permit)**

Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.

09.015 **Order of Conditions. Includes supporting information reports, photos, plans, etc.**

Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.

09.016 **Program Information (Community Activities, Camping Applications, etc.)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

09.017 **Request for Compliance/Stop Work Order (Cease and Desist)**

Retain until Certificate of Compliance has been issued and recorded in the Registry of Deeds.

09.018 **Special Formal Agreements (Leases, Licenses, Letters of Understanding for Public to use Conservation Land i.e., to hay a field, etc.)**

Retain for the life of the agreement.

Schedule Number and Title	Total Retention	Schedule Description

10.001 **Applications for Programs**

Retain 3 years.

10.002 **Client Referrals**

Retain 3 years.

10.003 **Clinic Attendance Tally Sheets**

Retain 3 years.

10.004 **Equipment Maintenance and Repair Records**

Retain 1 year after disposal of equipment.

10.005 **Grant Files (Successful Applications)**

Retain 7 years after completion of all terms of grant, retain EOEA-SGA permanently.

10.006 **Grant Files (Unsuccessful Applications)**

Retain until final rejection.

10.007 **Informational Memoranda (from EOEA)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

10.008 **Intake Reports (Client Case Files)**

Retain 3 years after date of last contact.

10.009 **Kitchen Audits**

Retain 3 years.

10.010 **Ledgers**

Permanent.

10.011 **Meals on Wheels Delivery Records**

Retain 1 year, provided satisfactory audit has been completed.

Schedule Number and Title	Total Retention	Schedule Description

10.012 **Meals on Wheels Payment Books**

Retain 1 year.

10.013 **Monthly Statistics**

Retain 3 years.

10.014 **Outreach Reports**

Retain 3 years.

10.015 **Participant Directories**

Retain 3 years.

10.016 **Position Descriptions (including Volunteer Position Descriptions)**

Retain 3 years.

10.017 **Program Instructions (from EOEA)**

Retain until superseded.

10.018 **Surveys of Services**

Retain 3 years.

10.019 **Time Sheets**

Retain 3 years.

10.020 **Van Trip Reports**

Retain 1 year.

10.021 **Volunteer Travel Reimbursement Vouchers**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

11.001 **Assessment Books (a) Sewer**

Retain until completion of satisfactory audit, provided originals are retained by Assessor.

11.002 **Assessment Books (b) Sidewalk**

Retain until completion of satisfactory audit, provided originals are retained by Assessor.

11.003 **Assessment Books (c) Street Betterment**

Retain until completion of satisfactory audit, provided originals are retained by Assessor.

11.004 **Assessment Cards (a) Sewer**

Permanent.

11.005 **Assessment Cards (b) Sidewalk**

Permanent.

11.006 **Assessment Cards (cc) Water**

Permanent.

11.007 **Auto Accident Report**

Permanent, with employee's file.

11.008 **Catch Basin Cleaning Report**

Retain 1 year.

11.009 **Catch Basin Location Files**

Permanent.

11.010 **Cemetery Records**

Permanent.

11.011 **Civil Service Approvals**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

11.012 **Employee Time Sheet**

Retain 1 year from satisfactory completion of audit.

11.013 **Fire Pipe Connection Books**

Permanent.

11.014 **Flow Test Records**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

11.015 **Foreman's Daily Reports - Hired Equipment**

Retain 1 year from satisfactory completion of audit.

11.016 **Gate Books**

Permanent.

11.017 **Hydrant Locations**

Permanent.

11.018 **Inventory Gas Card Ledgers**

Retain until completion of satisfactory audit.

11.019 **Job Cost Ledgers**

Retain 7 years from date of opening.

11.020 **Journal Vouchers (Departmental)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

11.021 **Notice of Intent**

Retain 1 year from date of hearing.

11.022 **Operators Daily Reports**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

11.023 **Parts Installation Book**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

11.024 **Petitions (a) Driveways**

Permanent.

11.025 **Petitions (b) New Streets**

Permanent.

11.026 **Petitions (c) Sidewalks**

Permanent.

11.027 **Plans (All)**

Permanent.

11.028 **Record of Vehicles**

Retain 1 year after retirement of vehicle.

11.029 **Releases on Private Ways**

Permanent.

11.030 **Sewer Connection Record Card Index**

Permanent.

11.031 **Shut-Off Locations**

Permanent.

11.032 **Sick Leave Reports**

Retain 3 years.

11.033 **Street Openings**

Retain 7 years.

11.034 **Valve Records**

Permanent.

11.035 **Water and Sewer Applications**

Retain 7 years.

Schedule Number and Title	Total Retention	Schedule Description

11.036 **Water and Sewer Payments**

Retain 1 year from satisfactory completion of audit.

11.037 **Water Consumption Testing Record**

Retain 7 years.

11.038 **Water Pressure Records**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

11.039 **Water Service (a) Journals**

Retain 7 years.

11.040 **Water Service (b) Meter Removals and Locations**

Permanent.

11.041 **Water Service (c) Plates for Route Books**

Retain until superseded.

11.042 **Water Service (d) Rates and Service**

Retain 7 years.

11.043 **Water Service (e) Route Books**

Retain until superseded.

11.044 **Water Service (f) Water History Books (Commitments)**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

12.001 **Ambulance Calls Report**

Retain 7 years.

12.002 **Apparatus Inspection Report**

Retain 1 year after retirement of apparatus.

12.003 **Application for Installation of Fire Alarm System; retention after satisfactory filing of Certificate of Completion.**

Retain 1 year.

12.004 **Application for Permit to Install/Alter Fuel-oil Burning Equipment**

Retain 1 year after satisfactory filing of Certificate of Completion.

12.005 **Application/Permit for Open-air Fires**

Retain 1 year.

12.006 **Application/Permit for the Keeping and Storage of Explosives; retention after expiration of permit.**

Retain 7 years.

12.007 **Application/Permit for the Use and Handling of Explosives; retention after expiration of permit.**

Retain 7 years.

12.008 **Application/Permit to Conduct Supervised Display of Fireworks; retention after issuance.**

Retain 3 years.

12.009 **Application/Permit to Conduct Supervised Firing of Canon; retention after issuance.**

Retain 3 years.

12.010 **Application/Permit to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds**

Retain for life of installation.

12.011 **Application/Permit to Disconnect, Shut Off, Remove, etc., Sprinkler or Fire-sensing Device; retention after satisfactory completion of work.**

Retain 3 years.

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.**

Retain 3 years.

12.013 **Application/Permit to Install Special Extinguishment System; retention after completion of installation.**

Retain 7 years.

12.014 **Application/Permit to Keep, Store, and Use Flammable Liquids, Solids and Gases**

Retain for life of installation.

12.015 **Application/Permit to Manufacture Fireworks**

Retain 3 years after termination or discontinuance of permit.

12.016 **Application/Permit to Operate Lumberyard**

Retain 3 years after expiration of permit.

12.017 **Application/Permit to Remove Underground Flammable Tank**

Retain 3 years after issuance.

12.018 **Authorized Leave Report**

Retain 3 years.

12.019 **Box Alarm Record**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

12.020 **Box Test Record**

Retain 1 year after replacement of box.

12.021 **Building Fire, Report of**

Permanent.

12.022 **Certificate of Approval of Flameproof Decorations**

Retain 5 years after issuance.

12.023 **Certificate of Completion of Installation of (Solid Fuel) Fuel-oil Burning Equipment**

Retain 5 years.

Schedule Number and Title	Total Retention	Schedule Description

12.024 **Certificate of Completion of the Installation of Fire Alarm System**

Retain 7 years.

12.025 **Certificate of Flame proofing of an Impermanent Nature**

Retain 5 years after issuance.

12.026 **Company (Duty) Officer's Fire Report**

Permanent.

12.027 **Departmental Fire Record (summary record of daily operations of department, known variously as Daily Blotter, Fire Alarm Record, etc.)**

Permanent.

12.028 **Deputy Chief's Report (Master Fire Report)**

Permanent.

12.029 **Equipment Loan Record**

Retain until satisfactory return of equipment.

12.030 **Equipment Maintenance Log**

Permanent.

12.031 **Final Building Inspection Report**

Retain 1 year after subsequent inspection.

12.032 **Final Fire Report to State Fire Marshal**

Retain 10 years.

12.033 **Fire Alarm Circuit Tests, Record of**

Retain 1 year.

12.034 **Fire Alarm Record Cards**

Permanent.

12.035 **Fire Hose Record**

Retain 1 year after retirement of hose.

Schedule Number and Title	Total Retention	Schedule Description

12.036 **Fire Prevention Bureau Report**

Permanent.

12.037 **Fire Prevention Inspection Log**

Permanent.

12.038 **Fire Station Journal**

Permanent.

12.039 **Fuel Oil Record**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

12.040 **Hydrant Cards**

Retain 1 year after replacement of hydrant.

12.041 **Inoperative Hydrant Report (Hydrant Trouble Report)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

12.042 **Motor Vehicle Fires, Report of**

Permanent.

12.043 **No Loss Report**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

12.044 **Notice of Inspection (Annual) of Tanks for the Storage of Fluids**

Retain through subsequent inspection.

12.045 **Notification of Cessation of a License to Construct/Maintain a Tank or Container for the Keeping, Use and Sale of Flammable Liquids and Compounds**

Permanent.

12.046 **Notification of Fire and/or Accident Caused by Model Rocket or Rocket Engine**

Retain 7 years.

12.047 **Notification of Intent to Use Salamander**

Retain 1 year.

Schedule Number and Title	Total Retention	Schedule Description

12.048 **Notification of Leak, Spill, Rupture, Overflow, etc. , of Flammable Liquids**

Retain 3 years.

12.049 **Notification of the Cessation of License to Store Explosives in Magazine**

Permanent.

12.050 **Notification of the Construction, Change or Alteration of Self-service Gasoline Station**

Retain through subsequent alteration or discontinuance of establishment.

12.051 **Notification of Use of Canine Guards in a Mercantile or Commercial Establishment**

Retain until after discontinuance of use of canine guard.

12.052 **Notification of Violation of Fire Laws**

Retain 1 year after subsequent inspection reveals correction of violation.

12.053 **Open-air Fires, Report of Shut Off, Remove, etc. , Sprinkler or Fire-sensing Device**

Permanent.

12.054 **Partial Building Inspection Reports**

Retain until superseded by Final Inspection Report.

12.055 **Permit for Storage of Fuel Oil**

Retain until superseded or terminated.

12.056 **Permit to Install/Alter Fuel-oil Burning Equipment**

Retain 1 year after satisfactory filing of Certificate of Completion.

12.057 **Plans and Specifications for Dry Cleaning Plant**

Retain through alteration or discontinuance of establishment.

12.058 **Preliminary Report to State Fire Marshal**

Retain until superseded by Final Report.

12.059 **Preventive Maintenance Check-list**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

Schedule Number and Title	Total Retention	Schedule Description

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.

Schedule Number and Title	Total Retention	Schedule Description

13.001 **Applications for Certificates (a) Appropriateness**

Retain 1 year after the expiration of the 20-day appeal period.

13.002 **Applications for Certificates (b) Nonapplicability**

Retain 1 year after the expiration of the 20-day appeal period.

13.003 **Applications for Certificates (c) Hardship**

Retain 1 year after the expiration of the 20-day appeal period.

13.004 **Archaeologist, Reports to State**

Retain until superseded by another report.

13.005 **Bids for Contracts (a) Where no contract is awarded**

Retain 3 years from date of opening.

13.006 **Bids for Contracts (b) Where contract is awarded**

Retain with Contract Files.

13.007 **Certificates (a) Appropriateness**

Retain 1 year following lapse of certificate.

13.008 **Certificates (b) Nonapplicability**

Retain 1 year following lapse of certificate.

13.009 **Certificates (c) Hardship**

Retain 1 year following lapse of certificate.

13.010 **Decisions, Demolition Delay**

Retain 1 year after demolition or other disposition of property.

13.011 **Demolition statement**

Retain 1 year after the expiration of the 20-day appeal period.

Schedule Number and Title	Total Retention	Schedule Description

13.012 **Historic District Map**

Permanent.

13.013 **Historic Preservation Plan**

Permanent.

13.014 **Historic Resources Survey. Form A-H**

Permanent.

13.015 **Maps**

Permanent.

13.016 **Massachusetts Preservation Program Fund Pre-Application Form**

Retain until superseded by another application.

13.017 **Modification of Application**

Retain 1 year after expiration of the 20-day appeal period.

13.018 **Modification of Recommendations**

Retain 1 year after expiration of the 20-day appeal period.

13.019 **Nominations for National Register (a) Accepted Nominations**

Permanent.

13.020 **Nominations for National Register (b) Unaccepted Nominations**

Retain 1 year.

13.021 **Plans**

Permanent.

13.022 **Public Hearing Waiver Notification**

Retain 1 year after expiration of the 20-day appeal period.

13.023 **Public Hearing Waiver Requests**

Retain 1 year after expiration of the 20-day appeal period.

Schedule Number and Title	Total Retention	Schedule Description

13.024 **Publications of Commission**

Permanent.

13.025 **Reports**

Permanent.

13.026 **Review Standards**

Permanent.

13.027 **Site Plan Review Recommendations**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

13.028 **Subdivision Control Recommendations**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

Schedule Number and Title	Total Retention	Schedule Description

14.001 **Application for License**

Permanent.

14.002 **Application for License and/or Permits Other Than Alcoholic and Liquor Beverage, licenses granted and denied.**

Retain 3 years after duration of license.

14.003 **Application for Transfer of License**

Permanent.

14.004 **Automatic Amusement Devices Licenses**

Permanent.

14.005 **Billiard Tables and Bowling Alleys Licenses**

Permanent.

14.006 **Certificate of Conviction**

Permanent.

14.007 **Change of Location or Manager Position**

Permanent.

14.008 **Clubs, Societies, Associations Authorization to Dispense Food and Beverages Other Than Alcoholic and Liquor Beverage**

Permanent.

14.009 **Coffee and Teahouses**

Permanent.

14.010 **Complaint Records**

Permanent.

14.011 **Copy of Transactions of Pawnbrokers**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

14.012 **Decision of Commission Hearings**

Permanent.

14.013 **Fortune Teller**

Permanent.

14.014 **Hearing Records**

Permanent.

14.015 **Inn holder and Common Victualer**

Permanent.

14.016 **Inspection of Lodging Houses by Licensing Authorities**

Permanent.

14.017 **Junk Dealers**

Permanent.

14.018 **Letter of Approval from ABCC**

Permanent.

14.019 **Lodging Houses**

Permanent.

14.020 **Managers of Indoor and Outdoor Activities**

Retain until completion of satisfactory audit.

14.021 **Picnic Groves**

Permanent.

14.022 **Quarterly Reports to the Mayor**

Permanent.

14.023 **Retail Package Goods**

Retain 7 years after termination.

Schedule Number and Title	Total Retention	Schedule Description

14.024 **Revoked, Suspended, Cancelled or Forfeited Licenses**

Permanent.

14.025 **Second-Hand Motor Vehicles**

Permanent.

14.026 **Shooting Galleries**

Permanent.

14.027 **Skating Rinks**

Permanent.

14.028 **Specific License Types, Clubs**

Retain 7 years after termination.

14.029 **Specific License Types, Common Victualers**

Retain 7 years after termination.

14.030 **Taverns**

Retain 7 years after termination.

Schedule Number and Title	Total Retention	Schedule Description

15.001 **Applications (a) Special Permit**

Retain 1 year following expiration of 20-day appeal period.

15.002 **Applications (b) Subdivision Control Not Required**

Retain 1 year following expiration of 20-day appeal period.

15.003 **Applications (c) Subdivision (Preliminary)**

Retain 1 year following expiration of 20-day appeal period.

15.004 **Applications (d) Subdivision (Definitive)**

Retain 1 year following expiration of 20-day appeal period.

15.005 **Decisions (a) Special Permit**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

15.006 **Decisions (b) Subdivision Control Not Required**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

15.007 **Decisions (c) Subdivision (Preliminary)**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

15.008 **Decisions (d) Subdivision (Definitive)**

Retain 1 year following expiration of 20-day appeal period, provided copy is filed with clerk.

15.009 **Master Plan**

Permanent.

15.010 **Notice for Public hearings (a) Special Permits.**

Retain 1 year following expiration of 20-day appeal period.

15.011 **Notice for Public hearings (b) Subdivisions**

Retain 1 year following expiration of 20-day appeal period.

Schedule Number and Title	Total Retention	Schedule Description

15.012 **Notice for Public hearings (c) Zoning Changes**

Retain 1 year following expiration of 20-day appeal period.

15.013 **Notice of Appeal to Superior Court**

Permanent.

15.014 **Official Map**

Permanent.

15.015 **Petty Cash Records**

Retain until completion of satisfactory audit.

15.016 **Subdivision Files (a) Preliminary**

Retain 1 year following date of decision.

15.017 **Subdivision Files (b) Definitive**

Retain until completion of subdivision.

15.018 **Subdivision Rules and Regulations**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

16.001 **Ambulance Calls Report**

Retain 7 years.

16.002 **Appointment Certificate**

Permanent.

16.003 **Arrest Records (a) Booking Sheet**

Retain until completion of prosecution and exhaustion of appeals.

16.004 **Arrest Records (b) Fingerprint Card**

Retain until completion of prosecution and exhaustion of appeals.

16.005 **Arrest Records (c) Vehicle Inventory**

Retain until completion of prosecution and exhaustion of appeals.

16.006 **Arrest Records (d) BOP Report**

Retain until completion of prosecution and exhaustion of appeals.

16.007 **Arrest Records (e) RMV Report**

Retain until completion of prosecution and exhaustion of appeals.

16.008 **Arrest Records (f) LEAPS Report**

Retain until completion of prosecution and exhaustion of appeals.

16.009 **Cell Monitoring Reports**

Retain 3 years.

16.010 **Civil Service Records**

Permanent.

16.011 **Civilian Complaints, no specific officers named**

Retain 4 years following closure of investigation.

Schedule Number and Title	Total Retention	Schedule Description

16.012 **Civilian Complaints, substantiated**

Retain 7 years following closure.

16.013 **Civilian Complaints, unsubstantiated**

Retain 5 years following closure of investigation.

16.014 **Controlled Substance Seizure Report (no arrest or warrant)**

Retain 7 years.

16.015 **Criminal Offender Record Information Request Form**

Retain 3 years.

16.016 **Cruiser Maintenance Report**

Retain 1 year after retirement of vehicle.

16.017 **Death Report (Suicide, Sudden, Unexplained)**

Permanent.

16.018 **Disciplinary Case Files, resulting from administrative reprimand**

Retain 7 years following closure; retain with personnel files.

16.019 **Disciplinary Case Files, resulting from civilian complaint**

Retain 7 years following closure; retain with personnel files.

16.020 **Dog Bite Investigation Report**

Retain 7 years.

16.021 **E-911 Call Detail Record**

Retain 3 years.

16.022 **Employment History Records**

Retain 20 years following termination of employment.

16.023 **Equipment Inventory**

Retain until superseded by next inventory.

Schedule Number and Title	Total Retention	Schedule Description

16.024 **Equipment Maintenance Log**

Retain until retirement of equipment.

16.025 **Evidence Control Form**

Retain 3 years.

16.026 **Firearm Identification Card**

Retain until superseded. Permission from Supervisor not required for destruction.

16.027 **Firearm, License to Carry (Application)**

Retain until superseded. Permission from Supervisor not required for destruction.

16.028 **Firearm, License to Carry. Form FA-19**

Retain until superseded. Permission from Supervisor not required for destruction.

16.029 **Firearms, License to Sell**

Permanent.

16.030 **Firearms, Wound Report**

Permanent.

16.031 **Found Property Form**

Retain 3 years.

16.032 **Gunsmith License**

Permanent.

16.033 **Incident Report (Miscellaneous non-criminal investigation)**

Retain 3 years.

16.034 **Internal Investigation Case Files**

Retain 7 years following closure; retain with personnel files.

16.035 **Investigation Report (no arrest or warrant) (a) Armed Robbery**

Retain 11 years.

Schedule Number and Title	Total Retention	Schedule Description

16.036 **Investigation Report (no arrest or warrant) (b) Assault with a Dangerous Weapon**

Retain 11 years.

16.037 **Investigation Report (no arrest or warrant) (c) Unarmed Robbery**

Retain 11 years.

16.038 **Investigation Report (no arrest or warrant). (d) Confining or putting in fear with intent to commit felony**

Retain 11 years.

16.039 **Investigation Report of all crimes except Murder and those covered by c. 265, s. 17, 18, 19, 21 (no arrest or warrant)**

Retain 7 years.

16.040 **Investigation Report, Murder (no arrest or warrant)**

Permanent.

16.041 **Journal**

Permanent.

16.042 **Juror Investigation Report**

Retain 1 year.

16.043 **Lock-up Rules and Regulations**

Permanent.

16.044 **Log (Blotter)**

Permanent.

16.045 **Missing Person Report**

Retain 3 years after case is closed.

16.046 **Motor Vehicle Accident Reports (a) Operator's Report (investigation or no investigation)**

Retain 3 years.

16.047 **Motor Vehicle Accident Reports (b) Fatal**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

16.048 **Motor Vehicle Accident Reports (c) Hit and Run**

Retain 7 years.

16.049 **Motor Vehicle Accident Reports (d) Personal Injury**

Retain 7 years.

16.050 **Motor Vehicle Accident Reports (e) Property Damage**

Retain 3 years.

16.051 **Motor Vehicle Accident Reports (f) Investigating Officer's Report**

Retain 3 years.

16.052 **Motor Vehicle Citation**

Retain 1 year.

16.053 **Motor Vehicle Citation Sheet**

Retain 1 year.

16.054 **Motor Vehicle Inventory Form**

Retain 3 years.

16.055 **Parking Ticket (Paid)**

Retain until completion of satisfactory audit.

16.056 **Permits/Applications (Sunday work, etc.)**

Retain 1 year after issuance.

16.057 **Premises Inspected Slips**

Retain 1 year.

16.058 **Prisoner Property Slip**

Retain 1 year.

16.059 **Procedural Rules**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

16.060 **Protective Custody Report (All)**

Retain 3 years.

16.061 **Radar Log**

Retain 3 years.

16.062 **Recordings of Phone Calls (911 etc.)**

Retain 1 year

16.063 **Reprimands, administrative**

Permanent.

16.064 **Reprimands, resulting from civilian complaint**

Retain 7 years following closure.

16.065 **Roll Call Report**

Retain 3 years.

16.066 **Schedule of Departmental Payments to Treasurer**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

16.067 **Stolen Goods Report**

Retain 3 years.

16.068 **Stolen Vehicle Report**

Retain 3 years.

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.

Schedule Number and Title	Total Retention	Schedule Description
16.072 **Uniform National Crime Reports**		
Retain until superseded.		

Schedule Number and Title	Total Retention	Schedule Description

17.001 **Application for a Library Card**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

17.002 **Bibliographic Database**

Retain until deaccession.

17.003 **Circulation Records**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

17.004 **Complaint and Censorship Records**

Retain until resolution.

17.005 **Fine Payment Request Form**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

17.006 **Library Building Program Files**

Retain 20 years.

17.007 **Library Improvement Program Files**

Retain 7 years.

17.008 **Long Range Program Files**

Retain until superseded.

17.009 **Master Plan**

Permanent.

17.010 **Patron Information Database**

Retain until expiration of patron's borrowing privileges.

Schedule Number and Title	Total Retention	Schedule Description

18.001 **Emergency Procurement Files**

Retain 7 years following final payment provided all relevant audits have been completed.

18.002 **Procurement Officer's Delegation of Powers and Duties**

Retain 7 years following expiration, revocation or amendment.

18.003 **Purchase Logs**

Retain 1 year following next satisfactory audit.

18.004 **Purchase Order Files (including Vendor's Acknowledgement, Records of Quotations, Purchase Requirements Descriptions)**

Retain 7 years following payment provided all relevant audits have been completed.

18.005 **Real Property, Acquisition and Disposition Files**

Retain 7 years following fulfillment of all terms of contract, provided all relevant audits have been completed.

18.006 **Receiving Slips**

Retain 1 year following satisfactory completion of audit.

18.007 **Sheltered Market Program Files**

Retain 7 years following termination or amendment.

18.008 **Surplus Supply Disposition Files**

Retain 7 years following final payment provided all relevant audits have been completed.

Schedule Number and Title	Total Retention	Schedule Description

19.001 **Accidental Death Records; retention after exhaustion of benefits and completion of satisfactory audit.**

Retain 1 year.

19.002 **Administration and Finance, Accounts Journal**

Permanent.

19.003 **Administration and Finance, Actuarial Valuation Studies or Reports**

Permanent.

19.004 **Administration and Finance, Amount to be Paid to Pension Fund, Actuary's Notification**

Retain 7 years.

19.005 **Administration and Finance, Amount to be Paid to Pension Fund, Certification to Mayor or Selectmen and Disbursing Officer**

Retain 7 years.

19.006 **Administration and Finance, Annual Report, Request for Filing Extension**

Retain 7 years.

19.007 **Administration and Finance, Bonds of Fiduciaries; retention after expiration of bond.**

Retain 7 years.

19.008 **Administration and Finance, Cash Book**

Retain 7 years.

19.009 **Administration and Finance, Establishment of System, Certificate of**

Permanent.

19.010 **Administration and Finance, General Ledger**

Permanent.

19.011 **Administration and Finance, Investment Control Cards; retention following maturation or divestment of investment.**

Retain 7 years.

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**

Retain 7 years.

19.013 **Administration and Finance, Receipts for Administrative Expenses**

Retain 7 years.

19.014 **Administration and Finance, Requests for Reimbursement for COLA and Statutorily Mandated Benefit Increases**

Retain 7 years.

19.015 **Administration and Finance, Supplementary Rules**

Permanent.

19.016 **Administration and Finance, Tax Withholding Statement (W2-P)**

Retain 7 years.

19.017 **Administration and Finance, Trial Balance Book**

Retain 7 years.

19.018 **Administration and Finance, Warrants (Payments to Retirees and Beneficiaries and Refunds to Members Leaving Service)**

Retain 7 years.

19.019 **Disability, Disability Benefit Records**

Retain until exhaustion of benefits, provided satisfactory audit has been completed withdrawn, PERA 9-2 and 9-3 may be disposed of.

19.020 **Disability, Hearing Records**

Retain until completion of satisfactory audit.

19.021 **Disability, Notification to Disabled Member of Failure to File Annual Statement of Earnings**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.022 **Elections, Appeals to Board of Election Officer's Decision**

Retain 3 years after election.

Schedule Number and Title	Total Retention	Schedule Description

19.023 **Elections, Ballots (including Disqualified and Absentee)**

Retain 3 years after election.

19.024 **Elections, Nomination Papers**

Retain 3 years after election.

19.025 **Elections, Notice of Election**

Retain 3 years after election.

19.026 **Elections, Notification of Election Results**

Retain 3 years after election.

19.027 **Investments, Exemption File (Including Document Showing Why Exemption Should Not Be Revoked, Application for Exemption and Continued Exemption, Commissioner's. Form PERA 19-1**

Retain 50 years.

19.028 **Investments, Investment Advisors' Disclosure Statements**

Retain 7 years after termination of employment of advisor.

19.029 **Investments, Invoices Submitted by Investment Managers and Custodians**

Retain 7 years after termination of employment of managers and custodians.

19.030 **Investments, Monthly Report from System's Investment Manager and Custodian**

Retain 7 years after termination of employment of advisor and custodian.

19.031 **Investments, Orders to and Brokers Confirmations of Purchases and Sales**

Retain 7 years after transaction.

19.032 **Investments, Semiannual Review of Investment Performance and Minutes of Semi-Annual Meeting with Investment Advisor**

Retain 7 years after termination of employment of investment advisor.

19.033 **Investments, Statement of Investment Objectives (including Updates). Form PERA 18-1, 18-2**

Permanent.

19.034 **Membership Files (includes elements of Retirement Benefits Case File but may be treated individually for disposition), Accumulated Total Deductions, Request for Return to Member**

Retain 80 years.

Schedule Number and Title	Total Retention	Schedule Description

19.035 **Membership Files, Assignment Documents**

Retain 7 years following exhaustion of benefits, provided satisfactory audit has been completed.

19.036 **Membership Files, Calculation Verification Forms (from PERA)**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.037 **Membership Files, Certificates of Birth, Marriage and Divorce**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.038 **Membership Files, Certification that 18-to 22-year old Child is a Full-time student**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.039 **Membership Files, Change of Beneficiary Blank**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.040 **Membership Files, Contributory Retirement Appeals Board Decisions**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.041 **Membership Files, Disclosure of Member Information Records**

Retain 3 years following exhaustion of benefits, provided satisfactory audit has been completed.

19.042 **Membership Files, Documentation by Member of Time and Compensation for Public**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.043 **Membership Files, Membership Control Cards**

Retain 80 years.

19.044 **Membership Files, New Entrant Enrollment Blank**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.045 **Membership Files, Non-Contributory Retirement Benefit Records (includes All Veteran's Claim)**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.046 **Membership Files, Notice of Injury from Member and/or Department Head**

Retain 80 years.

Schedule Number and Title	Total Retention	Schedule Description

19.047 **Membership Files, Notification of Leave of Absence**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.048 **Membership Files, Notification to Inactive Members that Interest has Ceased to Accrue**

Retain 80 years.

19.049 **Membership Files, Options on Retirement, Election**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.050 **Membership Files, Requests for Reimbursement for Prorated Pensions and Transfer of Funds in Response Thereto**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.051 **Membership Files, Retirement Payment Cards**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.052 **Membership Files, Service Buy-back Forms or Letters**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.053 **Membership Files, Survivorship Records (includes Benefits)**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.054 **Membership Files, Veteran's Benefits Records and all Documentation Establishing Status. Form DD-214, Veteran's 9-5**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.055 **Membership Files, Waiver of Retirement Allowance**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.056 **Membership Files, Worker's Compensation, History of**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.057 **Rehabilitation Records, General**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.058 **Rehabilitation Records, Request by Disabled Member to Reduce or Withdraw Board's Request for Refund**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

Schedule Number and Title	Total Retention	Schedule Description

19.059 **Rehabilitation Records, Request for Refund from Disabled Member**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.060 **Rehabilitation Records, Statement of Earnings from Member**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.061 **Service 65-70, Annual Certification of Member's**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.062 **Service 65-70, Appointing Authority Request for Medical Examination, Request for. Form PERA 12-2**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.063 **Service 65-70, Department Head's Statement 2 and 4 Members**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.064 **Service 65-70, Medical Questionnaire to be Completed by Member. Form PERA 12-3**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.065 **Service 65-70, Notification that Member May Continue in Service Past Age 65. Includes Member Response. Form PERA 12-1**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.066 **Service 65-70, Notification that Member May Not Continue in Service Past Age 65**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.067 **Service 65-70, Physician's Certification. Form PERA 12-1**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.068 **Service After 70, Members Age 70 or over, Election of Deductions**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.069 **Service After 70, Members Continuing in Service After Age 70 Records**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

19.070 **Service After 70, Notice to Group 1 Member 180/120 Days Prior to 70th Birthday**

Retain until exhaustion of benefits, provided satisfactory audit has been completed.

Schedule Number and Title	Total Retention	Schedule Description

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.

Schedule Number and Title	Total Retention	Schedule Description

20.001 **Administration, Annual Notice to Public (Legal)**

Retain 1 year.

20.002 **Administration, Building Plans**

Permanent.

20.003 **Administration, Evidence Teaching Credentials; retention after termination of employment**

Retain 5 years.

20.004 **Administration, Extended School Year Plan Records**

Retain 3 years.

20.005 **Administration, Plant, Maintenance Work Request Form**

Retain until completion of satisfactory audit.

20.006 **Administration, Plant, Posting Schedule of**

Retain until completion of satisfactory audit.

20.007 **Administration, Printing Request Form**

Retain until completion of satisfactory audit.

20.008 **Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts**

Permanent.

20.009 **Administration, School Committee Report, Annual**

Permanent.

20.010 **Administration, School Returns, Annual Report to Superintendents**

Permanent.

20.011 **Administration, School, Condition of, Annual Report**

Retain 7 years.

Schedule Number and Title	Total Retention	Schedule Description

20.012 **Administration, Superintendent of Schools, Annual Report of**

Permanent.

20.013 **Administration, Teaching Schedules**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

20.014 **Fiscal, Annual Audit of the Accounts of the Regional School District Committee**

Retain 7 years.

20.015 **Fiscal, Bid Specifications and Responses for Equipment and Supplies**

Retain with Contract Files.

20.016 **Fiscal, Bond Coupon Statements**

Retain until completion of satisfactory audit.

20.017 **Fiscal, Bond Coupons**

Retain 7 years after cancellation, provided a satisfactory audit has been completed.

20.018 **Fiscal, Bus Contracts**

Retain with Contract Files.

20.019 **Fiscal, Bus Transportation Requests**

Retain until completion of satisfactory audit.

20.020 **Fiscal, Bus Vouchers**

Retain 7 years provided a satisfactory audit has been completed.

20.021 **Fiscal, Educational Television Program Fund**

Retain until completion of satisfactory audit.

20.022 **Fiscal, Equipment Inventory Form**

Retain until superseded by next inventory.

20.023 **Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)**

Retain 5 years provided a satisfactory audit has been completed.

20.024 **Fiscal, Food Service Records (a) Breakfast Program Records**

Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.

20.025 **Fiscal, Food Service Records (b) Commodity Distribution Program Records**

Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.

20.026 **Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records**

Retain 3 years.

20.027 **Fiscal, Food Service Records (d) Lunch Program Records**

Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.

20.028 **Fiscal, Food Service Records (e) Milk Program Records**

Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.

20.029 **Fiscal, Food Service Records (f) Paid Invoices**

Retain 7 years, provided a satisfactory audit has been completed.

20.030 **Fiscal, Food Service Records (g) Policies and Memoranda**

Retain 3 years if no informational or evidential value.

20.031 **Fiscal, Food Service Records (h) Reimbursement Claims**

Retain 7 years, provided a satisfactory audit has been completed.

20.032 **Fiscal, Invoice Warrant**

Retain until completion of satisfactory audit.

20.033 **Fiscal, Ledger, Agency and Trust Accounts**

Retain 10 years.

20.034 **Fiscal, Ledger, Appropriation**

Retain 10 years.

Schedule Number and Title	Total Retention	Schedule Description

20.035 **Fiscal, Ledger, General**

Retain 10 years.

20.036 **Fiscal, Reimbursement Claims**

Retain 7 years, provided a satisfactory audit has been completed.

20.037 **Fiscal, School Aid Records**

Retain until completion of satisfactory audit.

20.038 **Fiscal, Supporting Cost, Allocation and Computation**

Retain until completion of satisfactory audit.

20.039 **Payroll, Fiscal, Blue Cross, Reports to**

Retain 3 years.

20.040 **Payroll, Payroll, Substitute Teacher Attendance Report**

Retain until completion of satisfactory audit.

20.041 **Payroll, Retirement Ledgers**

Permanent.

20.042 **Payroll, Substitute Teacher Employment Applications**

Retain 3 years after termination of employment.

20.043 **Payroll, Tax Exemption Certificate**

Retain 5 years or until administrative use ceases, whichever is later.

20.044 **Payroll, Tuberculosis; Report of School Personnel, Freedom from**

Retain 3 years upon reverification.

20.045 **Payroll, Vacancy, Posting of Teaching**

Retain 3 years.

20.046 **Payroll, Weekly, Biweekly or Monthly Payroll**

Retain until completion of satisfactory audit, provided recorded elsewhere in a summary record.

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

Schedule Number and Title	Total Retention	Schedule Description

21.001 **Administration, Annual Report**

Retain until completion of satisfactory audit.

21.002 **Administration, Certification of Sealer's Equipment; retention after retesting and renewal.**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

21.003 **Administration, Field Book - Sealing and Adjustment Record**

Retain until completion of satisfactory audit.

21.004 **Administration, Office Record and Ledger**

Permanent.

21.005 **Administration, Receipts from Treasurer**

Retain until completion of satisfactory audit.

21.006 **Field Records, Adjustments - Sealing - Not Sealed - Condemnations (Field Card)**

Retain 3 years beyond date of last entry.

21.007 **Field Records, Commodities Reweighing Record**

Retain 3 years.

21.008 **Field Records, Field Inspections and Test (Markings - Licenses - Systems - Certificates)**

Retain 3 years.

21.009 **Field Records, Fuel Delivery Inspection**

Retain 3 years.

21.010 **Field Records, Hawkers and Peddlers Inspection**

Retain 3 years.

21.011 **Field Records, Merchants Equipment Record**

Retain 3 years beyond date of last entry.

Schedule Number and Title	Total Retention	Schedule Description

21.012 **Field Records, Meter Test Record (Sealing or Retest)**

Retain 3 years.

21.013 **Field Records, Petroleum Delivery Inspection Record**

Retain 3 years.

21.014 **Field Records, Summary of Trial Weighing**

Retain 1 year.

21.015 **Field Records, Summary Record of Field Inspections and Tests Made**

Retain 1 year.

21.016 **Field Records, Tank Truck Calibration Record**

Retain 1 year beyond discontinuance of apparatus.

21.017 **Field Records, Taxi Inspection**

Retain 3 years.

21.018 **Field Records, Unit Pricing Inspection**

Retain 1 year.

Schedule Number and Title	Total Retention	Schedule Description

22.001 **Accounts and Receipts of Collector**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

22.002 **Administration, Appeal to Appellate Tax Board (ATB); retention after final settlement.**

Retain 3 years.

22.003 **Administration, Appointment Certificate; retention after termination of appointment.**

Retain 3 years.

22.004 **Administration, Appropriation forms for the payment of unpaid bills of previous years (a) Certificate of Order; retention after completion of satisfactory audit.**

Retain 7 years.

22.005 **Administration, Appropriation forms for the payment of unpaid bills of previous years (b) Certificate of Delivery; retention after completion of satisfactory audit.**

Retain 7 years.

22.006 **Administration, Appropriation forms for the payment of unpaid bills of previous years (c) Certificate of Receipt; retention after completion of satisfactory audit.**

Retain 7 years

22.007 **Administration, Appropriation forms for the payment of unpaid bills of previous years (d) Certificate of Services Rendered; retention after completion of satisfactory audit.**

Retain 7 years

22.008 **Administration, Civil Service Forms**

Permanent.

22.009 **Administration, Employment Applications (a) hired employee.**

Permanent.

22.010 **Administration, Employment Applications (b) unhired.**

Retain 3 years.

22.011 **Administration, Rules for Police Stations, Lock-ups, Jails, etc**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

Schedule Number and Title	Total Retention	Schedule Description

22.012 **Administration, Schedule of Departmental Bills Payable**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

22.013 **Administration, Special Town Meeting Petitions**

Permanent.

22.014 **Administration, Treasury Warrants**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

22.015 **Animal Control, Complaint against vicious or barking dog**

Retain 5 years.

22.016 **Animal Control, Warrant returned from police officer, constable and/or dog officer**

Retain 5 years.

22.017 **Animal Control, Warrant to police officer, constable and/or dog officer**

Retain 5 years.

22.018 **Boundary Records, Boundary Triangulation Points (as determined by State D.P.W.)**

Permanent.

22.019 **Boundary Records, Descriptions of Obliterated Town Markers**

Permanent.

22.020 **Boundary Records, Perambulation Records**

Permanent.

22.021 **Boundary Records, Plan of Boundary Change**

Permanent.

22.022 **Boundary Records, Proposal for Boundary Change**

Permanent.

22.023 **Boundary Records, Ratification and Acceptance of Boundary Change by General Court**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

22.024 **Boundary Records, Receipts for registered notices to contiguous towns.**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

22.025 **Education, Regional School District Annual Report**

Permanent.

22.026 **Education, Regional School District Organization Proposal**

Permanent.

22.027 **Education, Regional School District Planning Board Report**

Permanent.

22.028 **Elections, Education, Notice of Vacancy in General Court**

Retain 1 year from filling of vacancy.

22.029 **Elections, Notice of Vacancy in County Office**

Retain 1 year from filling of vacancy.

22.030 **Elections, Notice of Vacancy in Municipal, County or State Office Caused by Retirement**

Retain 1 year from filling of vacancy.

22.031 **Employment Service Record**

Retain 20 years following termination of employment.

22.032 **General, Deeds/Leases**

Permanent.

22.033 **General, Jury Service Questionnaire**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

22.034 **General, Notice of Strike or Lockout**

Retain 5 years.

22.035 **General, Report of Insurance Commissioner Relating to Retirement Board**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

22.036 **General, Report of Insurance Commissioner Relating to Weighing and Measuring**

Permanent.

22.037 **General, Report of Violations Relating to Weighing and Measuring**

Permanent.

22.038 **Licenses and Permits, Application for License (a) License Granted**

Retain 3 years past duration of license.

22.039 **Licenses and Permits, Application for License (b) License Denied**

Retain 3 years.

22.040 **Licenses and Permits, Application for Permit (a) License Granted**

Retain 3 years past duration of license.

22.041 **Licenses and Permits, Application for Permit (b) License Denied**

Retain 3 years.

22.042 **Licenses, Alcoholic Beverages, Application for License**

Permanent.

22.043 **Licenses, Alcoholic Beverages, Application for Transfer of License**

Permanent.

22.044 **Licenses, Alcoholic Beverages, Change of Location or Manager Position**

Permanent.

22.045 **Licenses, Alcoholic Beverages, Club License**

Retain 7 years after termination.

22.046 **Licenses, Alcoholic Beverages, Common Victualer License**

Retain 7 years after termination.

22.047 **Licenses, Alcoholic Beverages, Letter of Approval to ABCC**

Permanent.

Schedule Number and Title	Total Retention	Schedule Description

22.048 **Licenses, Alcoholic Beverages, Retail Package Goods License**

Retain 7 years after termination.

22.049 **Licenses, Tavern License**

Retain 7 years after termination.

Schedule Number and Title	Total Retention	Schedule Description

23.001 **Catch Reports (Daily or Monthly)**

Retain 1 year following filing of annual report to Division of Marine Fisheries (DMF).

23.002 **Closure, Notices of**

Retain 3 years following reopening of area.

23.003 **License and Permit Stubs and Duplicates**

Retain 1 year following satisfactory completion of audit.

23.004 **License Applications**

Retain 1 year following expiration, provided satisfactory audit has been completed.

23.005 **Noncriminal Violation Citations**

Retain 1 year following satisfactory completion of audit unless complaint issued, then retain 1 year following audit following final disposition of case.

23.006 **Predator Control Permits and Reports**

Retain 5 years.

23.007 **Purification Plant, Reports of Transport of Shellfish to**

Retain 3 years.

23.008 **Relay Permits**

Retain 1 year following reopening of area.

23.009 **Seed Permits**

Retain 1 year following expiration.

23.010 **Shellfish Conservation and Management Plan**

Retain until superseded.

23.011 **Shellfish Grant Files**

Retain 7 years following expiration of grant.

Schedule Number and Title	Total Retention	Schedule Description

24.001 **Bills Receivable, Schedules of. Form AD 34, 35**

Retain until completion of satisfactory audit.

24.002 **Bonds, Performance, Assistant Treasurer**

Retain 7 years from expiration date.

24.003 **Bonds, Performance, Temporary Officer (C)**

Retain 7 years from expiration date.

24.004 **Bonds, Performance, Temporary Officer (T)**

Retain 7 years from expiration date.

24.005 **Bonds, Performance, Treasurer**

Retain 7 years from expiration date.

24.006 **Bonds, Performance, Treasurer to Comm. on Children's Health Camps**

Retain 7 years from expiration date.

24.007 **Cash Books**

Permanent.

24.008 **Collector's Payments to Treasurer, Schedule of. Form AD 7, 8, 397**

Retain until completion of satisfactory audit.

24.009 **Departmental Payments to Treasurer, Schedule of. Form AD 9, 10**

Retain until completion of satisfactory audit.

24.010 **Deposit Books**

Retain until reconciliation of appropriate bank statement or statements.

24.011 **Disallowance, Notices of**

Retain 6 years.

Schedule Number and Title	Total Retention	Schedule Description

24.012 **Dog Licenses, Monthly Return of. Form DL6**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

24.013 **Dog Licenses, Record of Payment for**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

24.014 **Earning Records, Employees**

Permanent.

24.015 **Fines and Forfeitures (from Superior Court), Certificates of**

Retain until completion of satisfactory audit.

24.016 **Laws, Published (from State Secretary)**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

24.017 **Loans, Bond Certificates and Coupons, Cancelled**

Retain 7 years after debt retired, provided a satisfactory audit has been completed.

24.018 **Loans, Borrowing, Report on**

Retain 7 years, provided a satisfactory audit has been completed.

24.019 **Loans, Debt Records**

Permanent.

24.020 **Loans, Notes and Certificates of Indebtedness, Cancelled**

Retain 7 years after debt retired, provided a satisfactory audit has been completed.

24.021 **Loans, Payment of Notes, Report to Director Concerning**

Retain 7 years, provided a satisfactory audit has been completed.

24.022 **Process, Service of**

Retain until administrative use ceases. Permission from Supervisor not required for destruction.

24.023 **Public Welfare Lien, Certificate for Discharge of. Form 490**

Permanent.

24.024 **Receipts, Schedule of. Form AD11**

Retain until completion of satisfactory audit.

24.025 **Retirement Records**

Permanent.

24.026 **Tax Abatements, Notice of**

Retain until final settlement of levy or completion of satisfactory audit, whichever is later.

24.027 **Tax Exemption Certificates (M-4; W-4; 4-E)**

Retain 5 years or until administrative use ceases, whichever is later.

24.028 **Tax Titles, Account (with Betterment Assessments). Form 48B**

Permanent.

24.029 **Tax Titles, Account (without Betterment Assessments). Form 48A**

Permanent.

24.030 **Tax Titles, Account. Form 410**

Permanent.

24.031 **Tax Titles, Affidavit, Application for; to Foreclose Land of Low Value. Form 451**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.032 **Tax Titles, Assignment, Instrument of. Form 431**

Permanent.

24.033 **Tax Titles, Assignment, Notice of Intention. Form 430**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.034 **Tax Titles, Commissioner, Statement to. Form 452A**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.

24.035 **Tax Titles, Deed - Insufficient Bid. Form 324**

Permanent.

24.036 **Tax Titles, Deed to Municipality - Land of Low Value. Form 475**

Permanent.

24.037 **Tax Titles, Deed to Person - Land of Low Value. Form 474**

Permanent.

24.038 **Tax Titles, Deeds and Instruments of Taking, Receipts for. Form 411**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.039 **Tax Titles, Final Disposition, Notice to Collector of. Form 486**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.

24.040 **Tax Titles, Redemption, Certificate of Partial. Form 442**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.041 **Tax Titles, Redemption, Certificate of Receipt for Money Paid for Purpose of. Form 440**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.042 **Tax Titles, Redemption, Instrument of - Title in Municipality. Form 441**

Permanent.

24.043 **Tax Titles, Redemption, Receipt of Partial Payment of*. Form 433**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.044 **Tax Titles, Residence, Statement of**

Permanent.

24.045 **Tax Titles, Sale, Custodian's Notice of*. Form 472**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.046 **Tax Titles, Sale, Notice of - Land of Low Value (Foreclosure of Tax Title). Form 470A**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent. Permission from Supervisor not required for destruction.

24.047 **Tax Titles, Sale, Notice of - Land of Low Value. Form 470**

Tax account redeemed: Retain until final settlement of levy or completion of satisfactory audit, whichever is later. Tax account not redeemed: Permanent.

24.048 **Tax Titles, Taking, Instrument of. Form 301**

Permanent.

24.049 **Tax Withholding Statements. Form W-2, M-2**

Retain 5 years, provided a satisfactory audit has been completed.

24.050 **Taxation, Notice of Amount to be Raised by**

Retain until final settlement of levy or completion of satisfactory audit, whichever is later.

24.051 **Taxation, Warrants, Bill and Payroll (T1, T2, C1, C2). Form T1, T2, C1, C2.**

Retain until completion of satisfactory audit.

Schedule Number and Title	Total Retention	Schedule Description

25.001 **Administration, Audit of Monthly Report. Form VS-7**

Retain 7 years.

25.002 **Administration, Individual Payment Ledgers to Recipient**

Retain until administrative use ceases. Permission from Supervisor not required for destruction. Retention after reimbursement by state.

25.003 **Administration, Monthly Reports to Commissioner. Form VS-5 and VS-6**

Retain 7 years.

25.004 **Burial Records, Affidavit Relative to Burial of Veterans**

Retain until information is transferred onto "Grave Registration Card."

25.005 **Burial Records, Application for Burial Expense (VS-9)**

Retain until receipt of "Return of Expense for Burial."

25.006 **Burial Records, Death Report**

Retain until information is transferred onto "Grave Registration Card."

25.007 **Burial Records, Grave Registration Card**

Permanent.

25.008 **Burial Records, Return of Expense for Burial**

Retain 7 years, or completion of satisfactory audit, whichever is later.

25.009 **Case History File, Adjutant. Form AGO-10**

Permanent.

25.010 **Case History File, Armed Forces Discharge Papers**

Permanent.

25.011 **Case History File, Assignment, Discharge of**

Retain until reconciliation of Entire Case History File.

Schedule Number and Title	Total Retention	Schedule Description

25.012 **Case History File, Assignment, Form of**

Retain until reconciliation of Entire Case History File.

25.013 **Case History File, Assignment, Notice of**

Retain until reconciliation of Entire Case History File.

25.014 **Case History File, Assignment, Partial Discharge of**

Retain until reconciliation of Entire Case History File.

25.015 **Case History File, Bank Report**

Retain until reconciliation of Entire Case History File, only if bank has indicated there are funds in the account, otherwise until termination of case.

25.016 **Case History File, Entire Case History File**

Retain 20 years after last assistance granted, provided no indications of dependent claims in the future.

25.017 **Case History File, Income Report of Household Members**

Retain until termination of case.

25.018 **Case History File, Lien, Certificate of. Form VS-25**

Retain until reconciliation of Entire Case History File.

25.019 **Case History File, Lien, Discharge of. Form VS-26**

Retain until reconciliation of Entire Case History File.

25.020 **Case History File, Lien, Subordination Agreement. Form VS-12**

Retain until reconciliation of Entire Case History File.

25.021 **Case History File, Medical Report**

Retain until termination of case.

25.022 **Case History File, Order for Emergency Supplies (Food Order Book)**

Retain until termination of case.

Schedule Number and Title	Total Retention	Schedule Description

25.023 **Case History File, Paid Medical Insurance Premiums**

Retain until monthly audit or on destruction of VS-21A.

25.024 **Case History File, Proof of Dependence i.e., Birth and Marriage Certificates, Divorce and Adoption Papers**

Retain until reconciliation of Entire Case History File.

25.025 **Case History File, Unemployment Compensation Report (DES Inquiry)**

Retain until termination of case.

25.026 **Case History File, Veterans' Benefits, Application of. Form VS-1**

Retain until reconciliation of Entire Case History File.

25.027 **Case History File, Veterans' Benefits, Recommendation. Form VS-21A**

Retain until completion of satisfactory audit.

25.028 **Case History File, Wage Report**

Retain until termination of case.