
Record Schedule #23 - Records Held in Common by Various Departments

Records may not be destroyed if there are public record requests or litigation pendi

This schedule is divided into two categories, general and personnel.

Category Series title

General

23.001	Annual report	Legal citation:	MGL 41: 23B; MGL 44: 53G; MGL 164: 63; MGL 41: 106B; MGL 41: 61; MGL 41: 71, MGL 41: 35; MGL 66: 7; General Bylaw 1.7, 5.2.6, 6.4.	Retain in office:	Until publication of annual report.	Retain in storage:	Permanent.
		Office of record*:	Technically Selectmen collect and print report; report is filed with the Town Clerk. Scheduled under BOS records (9.055).	Copies held by:	State Library, Burlington Public Library, Archives, Burlington town web site (1999-present)		
		Rationale:	Mass. General Law requires it. The annual report is a comprehensive summary of town affairs.				
		Instructions:	Annual report is filed with the Board of Selectmen's office and printed each year. Departments may dispose of their copy upon publication of annual report. Final disposition: Archives.				
23.056	Audio and video tapes, hearings	Legal citation:	Records Management Unit schedule 23-89 (rev. 5/3/1993), item 23.056; SPR 02-1992	Retain in office:	1 year following expiration of appeals period.	Retain in storage:	n/a
		Office of record*:	Department of origin.	Copies held by:	n/a		
		Rationale:	Paper copies of minutes are the permanent record (SPR 02-1992). BCAT recordings of videotapes are not public record *unless they are received by a town department or committee; do not collect BCAT recordings of public meetings, as they are not the permanent record.* Refer videotape requests to BCAT (781-273-5922).				
		Instructions:	Retain in office and prepare destruction request at the end of each calendar year for the appropriate records.				

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<i>Category</i>	<i>Series title</i>		
23.057	Audio tapes, meeting minutes	Legal citation:	MGL 39: 23A, 23B, 23C; MGL 39:32B; MGL 66: 5A; SPR 02-1992. See Mary Adelstein. Mass. League of Women Voters Massachusetts. Guide to Open Meetings, 1996 < http://lwvm.spinweb.net/guideto.htm >.
		Retain in office:	1 year (copies); original should be filed with Archives Retain in storage: n/a immediately after approval.
		Office of record*:	Department of origin. Copies held by: n/a
		Rationale:	Paper copies of minutes are the permanent record (SPR 02-1992). BCAT recordings of videotapes are not public record *unless they are received by a town department or committee; do not collect BCAT recordings of public meetings, as they are not the permanent record.* Refer videotape requests to BCAT (781-273-5922).
		Instructions:	Retain in office and prepare destruction request at the end of each calendar year for the appropriate records.
23.002	Audit report	Legal citation:	MGL 44: 39; MGL 66: 7; General Town Bylaw 7.1
		Retain in office:	Keep copy in Accountant's office for 5 years. File original in Archives immediately after creation/approval. Retain in storage: Permanent.
		Office of record*:	Accountant Copies held by: Accountant (copy), Archives
		Rationale:	Records Management Unit schedule 23-89 (revised 5/3/1993) requires permanent retention, as does standard archival practice.
		Instructions:	Transfer original to Archives immediately after creation/approval. Final disposition: Archives.
23.004	Bills outstanding, statement of	Legal citation:	n/a
		Retain in office:	After completion of annual financial audit. Retain in storage: n/a
		Office of record*:	Accountant Copies held by: n/a
		Rationale:	Financial warrants and commitment records provide detailed accounts payable information.
		Instructions:	Retain in office and dispose of at the end of the calendar year after the end of the fiscal year.

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<i>Category</i>	<i>Series title</i>		
23.108	Board of Appeal decisions and proceedings (appeals, comprehensive permits, special permits, variaces, decisions of zoning administrator, etc.)	Legal citation: MGL 40A: 15; MGL 66: 7; General Bylaw 7.1	
		Retain in office: Variances held by the Town Clerk's office.	Retain in storage: Permanent.
		Office of record*: Town Clerk	Copies held by: Town Clerk, Board of Appeals
		Rationale: Mass. General Law requires it.	
		Instructions: Board of Appeal maintains duplicate set, which should be retained for 1 year following 20 day appeal period, provided copy is file with Town Clerk. It would probably be easier to transfer 1 year after the end of the current calendar year, provided the case is closed. Currently the BOA copy includes plans and the Town Clerk's set does not; plans should be retained permanently. Final disposition: Archives.	
23.109	Board of Appeals agreement (written) to extend hearing beyond 100 days	Legal citation: MGL 40A: 15; MGL 66: 7; General Bylaw 7.1	
		Retain in office: Original should be filed with Town Clerk.	Retain in storage: Permanent.
		Office of record*: Town Clerk	Copies held by: Board of Appeals, Town Clerk/Archives
		Rationale: Mass. General Law requires it.	
		Instructions: Town Clerk's office should hold until the end of the year and then transfer to the Archives. BOA should photocopy until 1 year aft end of current calendar year.	
23.005	Budget estimates	Legal citation: n/a	
		Retain in office: Minimum retention period is after use; department may wish to retain for up to 5 years in office.	Retain in storage: n/a
		Office of record*: Clerk, Ways and Means, Capital Budget	Copies held by: Ways and Means, Capital Budget, Department
		Rationale: Town meeting records, Ways and Means, and Capital Budget records hold final approved budget.	
		Instructions: Retain in office and dispose of at the end of the calendar year after the end of the fiscal year.	

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<i>Category</i>	<i>Series title</i>		
23.006	Cash books detailing incoming cash receipts	Legal citation:	n/a
		Retain in office:	After completion of annual financial audit.
		Retain in storage:	n/a
		Office of record*:	Accountant
		Copies held by:	Accountant, Department
		Rationale:	Records Management Unit schedule 23-89 (revised 5/4/1993), item 23.006 and archival convention state that the cash books should be recorded permanently.
		Instructions:	Retain in office and dispose of at the end of the calendar year after the end of the fiscal year.
23.007	Checks, cancelled	Legal citation:	MGL 41: 35
		Retain in office:	7 years after completion of annual financial audit.
		Retain in storage:	n/a
		Office of record*:	Treasurer
		Copies held by:	n/a
		Rationale:	Records Management Unit schedule 23-89 (revised 5/4/1993), item 23.007 note retention period, which satisfies legal requirements.
		Instructions:	Retain 3 years in treasurer's office; transfer to records center 3 years after the end of the fiscal year.
23.008	Contracts (sealed)	Legal citation:	MGL 30B; MGL 260: 1,2
		Retain in office:	Until end of calendar year.
		Retain in storage:	Selective retention 21 years after contract termination or completion.
		Office of record*:	Purchasing (Board of Selectmen)
		Copies held by:	Department, Purchasing
		Rationale:	Limitation for personal actions for contracts under seal is 20 years.
		Instructions:	Transfer to Purchasing (Board of Selectmen) at the end of each calendar year. BOS should index (date contract signed, date contract completed, vendor, project name, department of origin) and maintain records until contract completion, then transfer to records center. Final disposition: records center and then archival review for potential selective retention.

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<i>Category</i>	<i>Series title</i>		
23.008	Contracts (unsealed)	Legal citation:	MGL 30B; MGL 260: 1,2
		Retain in office:	Until end of calendar year.
		Retain in storage:	7 years after contract termination or completion.
		Office of record*:	Purchasing (Board of Selectmen)
		Copies held by:	Department, Purchasing
		Rationale:	Action against the town would have to be taken within 6 years after the action ensued, per MGL 260: 2.
		Instructions:	Transfer to Purchasing (Board of Selectmen) at the end of each calendar year. BOS should index (date contract signed, date contract completed, vendor, project name, department of origin) and maintain records until 7 years after contract termination or completion.
23.003	Contracts, bids for (sealed)	Legal citation:	MGL 30B; MGL 260: 1,2
		Retain in office:	Until end of calendar year.
		Retain in storage:	Currently stated retention period 21 years after term. or contract completion. Must petition for 7 years after contract term. or comp. (MGL 260: 2)
		Office of record*:	Purchasing (Board of Selectmen)
		Copies held by:	Purchasing, Department
		Rationale:	Action against the town (e.g., for contracts not awarded) would have to be taken within 6 years after the action ensued, per MGL 260: 2. 7 years after contract completion should be sufficient.
		Instructions:	Transfer to Purchasing (Board of Selectmen) at the end of each calendar year. Purchasing should retain for 7 years after termination of contract or contract completion. Bids should be organized by contract completion date.
23.003	Contracts, bids for (unsealed)	Legal citation:	MGL 30B; MGL 260: 2
		Retain in office:	Until end of calendar year.
		Retain in storage:	7 years after contract termination or completion.
		Office of record*:	Purchasing (Board of Selectmen)
		Copies held by:	Purchasing, Department
		Rationale:	Action against the town (e.g., for contracts not awarded) would have to be taken within 6 years after the action ensued, per MGL 260: 2.
		Instructions:	Transfer to Purchasing (Board of Selectmen) at the end of each calendar year. Purchasing should retain for 7 years after termination of contract or contract completion. Bids should be organized by contract completion date.

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<i>Category</i>	<i>Series title</i>		
23.009	Correspondence--courtesy copies, including email	Legal citation: n/a	
		Retain in office: Delete after no longer required.	Retain in storage: n/a
		Office of record*: Department of origin	Copies held by: Various departments
		Rationale: n/a	
		Instructions: Delete after no longer required.	
23.009	Correspondence--non-permanent, including email	Legal citation: RMU schedule 23/89 rev. 5/1993	
		Retain in office: 2 years.	Retain in storage: n/a
		Office of record*: Sender, Receiver	Copies held by: Various departments
		Rationale: Secretary of the Commonwealth, Archives Division, Records Management Unit schedule and standard records retention guidelines.	
		Instructions: See Records Management Guide #2: Email Management for instructions on electronic storage for correspondence with a retention of 2 years. Permanent correspondence should be printed within 3 months of receipt and filed in accordance with the office's regular business practice.	
23.009	Correspondence--permanent or archival value, including email	Legal citation: RMU schedule 23/89 rev. 5/1993; MGL 66: 7; General Town Bylaw 7.1	
		Retain in office: 2 years after end of calendar year.	Retain in storage: Permanent.
		Office of record*: Sender, Receiver	Copies held by: n/a
		Rationale: Correspondence that documents the development of policies, rules, decisions, etc. contribute valuable information and provide background to the decision-making processes.	
		Instructions: Records with permanent value must be retained in paper format. Print within three months of receipt and file in accordance with the office's regular business practice. See Records Management Guide #1: What's Archival for information on what has longterm value. Maintain permanent correspondence separately from short-term, non-permanent correspondence. Retain in subject/project files or chronological files, depending on office procedure and filing convention. Transfer to Archives 2 years after the end of the calendar year.	

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<i>Category</i>	<i>Series title</i>		
23.009	Correspondence--unsolicited and unrelated to public business	Legal citation:	June 14, 1999 revision to state record schedule 23-89, rev. 5/3/1993)
		Retain in office:	Delete after no longer required.
		Retain in storage:	n/a
		Office of record*:	Receiver
		Copies held by:	Various departments.
		Rationale:	Includes but is not limited to all unsolicited advertisement, circulars, general mailings, and other unsolicited correspondence not related to the conduct of public business, including professional listservs and mailing lists.
		Instructions:	Delete after no longer required.
23.009	Correspondence--very short-term e.g., should be a non-record, including email	Legal citation:	RMU schedule 23/89 rev. 5/1993;
		Retain in office:	2 years.
		Retain in storage:	n/a
		Office of record*:	Sender, Receiver
		Copies held by:	Various departments
		Rationale:	Sec. of the Commonwealth, Archives Div., Records Mngement Unit has not issued a written policy allowing email with transitory value to be destroyed. Until then we have to unfortunately manage it like we would any record.
		Instructions:	See Records Management Guide #2: Email Management for instructions on electronic storage for correspondence with a retention of 2 years. Permanent correspondence should be printed within 3 months of receipt and filed in accordance with the office's regular business practice.
23.111	Deeds, agreements, and easements	Legal citation:	MGL 66: 7; General Bylaw 7.1
		Retain in office:	Department: retain copy until no longer active. Original copy should be filed after approval (signature) with the Archives.
		Retain in storage:	Permanent.
		Office of record*:	Archives
		Copies held by:	Department, Archives
		Rationale:	Deeds, agreements, and easements are one of the town's most vital legal records.
		Instructions:	Original should be transferred to the Town Clerk immediately upon approval (signature). Final disposition: Archives.

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<i>Category</i>	<i>Series title</i>		
23.010	Departmental payments to treasurer	Legal citation:	Records Management Unit schedule 23-89 (rev. 5/3/1993), item 23.010
		Retain in office:	After completion of annual financial audit. Retain in storage: n/a
		Office of record*:	Department of origin Copies held by: n/a
		Rationale:	Records of the treasurer document incoming funds.
		Instructions:	Dispose of at end of calendar year after end of fiscal year.
23.011	Equipment inventory form	Legal citation:	MGL 30B: 15
		Retain in office:	Until superceded by next inventory with the exception of: Fire Dept. maintenance log (10.19) and Police Dept. maintenance log (14.38). Retain in storage: n/a
		Office of record*:	Department of origin Copies held by: n/a
		Rationale:	Inventory form has short-term value, with potential legal value.
		Instructions:	Retain in office until superceded by next inventory, with a minimum of 7 years after purchase of equipment.
23.012	Equipment loan report	Legal citation:	n/a
		Retain in office:	After return of equipment. Retain in storage: n/a
		Office of record*:	Department of origin Copies held by: n/a
		Rationale:	n/a
		Instructions:	Retain in office until return of equipment.
23.013	Expenditure estimates	Legal citation:	n/a
		Retain in office:	After use. Retain in storage: n/a
		Office of record*:	Department of origin Copies held by: n/a
		Rationale:	At best, estimates have short-term management usefulness.
		Instructions:	Retain in office until after use.

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<i>Category</i>	<i>Series title</i>		
23.014	Insurance policies	Legal citation:	MGL 260: 2
		Retain in office:	7 years after expiration of policy.
		Retain in storage:	Archives: selective retention.
		Office of record*:	Technically Purchasing (Board of Selectmen); Accountant appears to maintain records.
		Copies held by:	n/a
		Rationale:	7 years is the statute of limitations and the period noted by Records Management Unit schedule 23-89 (rev. 5/3/1993), item 23.014.
		Instructions:	Retain in office until after expiration of policy. Transfer to Archives for selective retention.
23.015	Invoices	Legal citation:	n/a
		Retain in office:	Accountant: 1 year after annual financial audit.
		Retain in storage:	Total=7 years after annual financial audit.
		Office of record*:	Accountant (6.043)
		Copies held by:	Departments, Accountant
		Rationale:	Retention period satisfies the statue of limitation.s
		Instructions:	Accountant: after 1 year, transfer to records center. Archivist should destroy 7 years after the end of the calendar year after the end of the fiscal year. Departments should retain until the end of the calendar year after the end of the fiscal year.
23.107	Licenses and permits	Legal citation:	MGL 140 (see 2.071-2.092 for specific statutes for specific licenses); MGL 66: 7; General Bylaw 7.1
		Retain in office:	Until end of calendar year.
		Retain in storage:	Licenses and permits should be recorded in a permanent log and should be retained by the Archives (see instructions).
		Office of record*:	Department of origin should maintain log
		Copies held by:	n/a
		Rationale:	Mass. General Law requires the recording of licenses and permits. This record also provides an invaluable look at community history.
		Instructions:	Department that issues permit or license should maintain a log. Essential information to record includes (at a minimum): issuee, type of license, date applied, date issued, address, date expired, special requirements. This lends itself to a database, so the information can be sorted different ways; contact the Archivist for assistance and to ensure that all the relevant information is recorded. In the meantime, we must retain licenses and permits permanently. Transfer to Archives at the end of the calendar year. Sale, manufacture, and storage of gasoline permits must be retained permanently by the Town Clerk (2.078, MGL 148: 13). Licenses and permits do not always exist and may have to be reconstructed from the minutes.

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<i>Category</i>	<i>Series title</i>		
23.101	Meeting notices (of public meeting)	Legal citation: MGL 39: 23B; MGL 260: 2	
		Retain in office: Town Clerk: 1 year after the end of the calendar year Currently holding a bit longer; transfer to records center until calendar issue is verified.	Retain in storage:
		Office of record*: Town Clerk	Copies held by: Departments, Town Clerk
		Rationale: Town Clerk maintains a calendar that records meeting dates; entry in the calendar is part of standard office procedure. 7 years would be appropriate per statute of limitations, and since records are often required after 1 yr.	
		Instructions: Departments could dispose of after official posting with town clerk. Town Clerk's office should retain in office for 1 year, then transfer to records center.	
23.017	Minutes	Legal citation: MGL 39: 23A, 23B, 23C; MGL 39: 23B; MGL 66: 5A; MGL 66: 7; General Town Bylaw 7.1; SPR 02-92 See Mary Adelstein. Mass. League of Women Voters Massachusetts. Guide to Open Meetings, 1996 < http://lwwm.spinweb.net/guideto.htm >.	
		Retain in office: Minimum 1 year (copies); signed original should be deposited in Town Clerk's office after approval.	Retain in storage: Permanent.
		Office of record*: Department of origin	Copies held by: Department, board or commission
		Rationale: Minutes are the most important and vital record-keeping methods. It is essential that these records are centralized in fireproof, climate-controlled conditions. Currently there are incomplete runs of minutes.	
		Instructions: Transfer signed original to Town Clerk's office after approval by board or commission. The department or board should keep photocopies for a minimum of 1 year. Final disposition: Archives. See Records Management Guide #4: Board and Committee Minutes on the Web for information on creation and storage of electronic copy.	
23.021	Payroll/earning records (quarterly)	Legal citation: MGL 41: 42; MGL 66: 7; General Town Bylaw 7.1	
		Retain in office: Until the end of the calendar year.	Retain in storage: Technically 60 years after employee termination; currently maintaining records permanently, since they are on microfilm.
		Office of record*: Treasurer	Copies held by: Treasurer, Departments
		Rationale: Quarterly payroll/earning records document employment history, start dates and benefit contributions. Technically they should be retained for the same period as a personnel record (60 years after employee termination).	
		Instructions: Treasurer: retain in office and transfer to Archives at the end of the calendar year. Final disposition: Archives.	

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<i>Category</i>	<i>Series title</i>		
23.022	Payroll/earning reports or registers (monthly)	Legal citation:	MGL 41: 42
		Retain in office:	Until the end of calendar year after the end of the fiscal year.
		Retain in storage:	n/a
		Office of record*:	Treasurer
		Copies held by:	Treasurer, Departments
		Rationale:	Earning records (quarterly) retain information that has longterm usefulness. Quarterly earning records are retained for at least 60 years after employee termination.
		Instructions:	Retain in office and dispose of at the end of calendar year after the end of the fiscal year.
23.022	Payroll/earning reports or registers (weekly)	Legal citation:	MGL 41: 42
		Retain in office:	Until the end of calendar year after the end of the fiscal year.
		Retain in storage:	n/a
		Office of record*:	Treasurer
		Copies held by:	Treasurer, Departments
		Rationale:	Earning records (quarterly) retain information that has longterm usefulness. Quarterly earning records are retained for at least 60 years after employee termination. Weekly records do not have longterm value.
		Instructions:	Retain in office and dispose of at the end of calendar year after the end of the fiscal year.
23.018	Payroll/earning sheets (departmental)	Legal citation:	MGL 41: 42
		Retain in office:	Until the end of calendar year after the end of the fiscal year.
		Retain in storage:	n/a
		Office of record*:	Treasurer
		Copies held by:	Department, Treasurer
		Rationale:	These records serve a short-term payroll function; the quarterly payroll/earning records (23.021) are the official records.
		Instructions:	Retain in office until end of calendar year after end of fiscal year.

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<i>Category</i>	<i>Series title</i>		
23.102	Plans	Legal citation:	MGL 41: 81A; MGL 66: 7; General Bylaw 7.1
		Retain in office:	As of 1/2001: retain in office until requested transfer. Retain in storage: Permanent.
		Office of record*:	As of 1/2001 the creating office houses plans. Within the next 1-2 years this should be changed to the Archives. Copies held by: Various departments.
		Rationale:	Blueprints, etc. are chemically instable; must petition state for storage on preservation-quality microfilm.
		Instructions:	All plans that document town business are scheduled as permanent record (2.098) under the Town Clerk's schedule and must be maintained in hard copy. We are evaluating an imaging process for Building Dept. plans and drawings; if is is suitable, this will be used to provide departmental surrogate copies. The first priority is organizing plans that related to town meeting votes. Like all permanent and original records, original plans and drawings should eventually be housed in the Archives. Departmental comments on plans should be copied to 8-1/2 x 11 paper and submitted with text comments to the Planning Board; the Planning Board is the office of record. Departments should retain plans related to Planning until end of calendar year. Departmental copies need to be retained until no longer active; typically this is 1 year after the end of the calendar year. Within the next year we hope to begin transferred original plans to the archives, but the transition is in progress.
23.105	Publications (including web pages)	Legal citation:	MGL 66: 7; General Bylaw 7.1
		Retain in office:	Until end of calendar year, then transfer to the Archives. Retain in storage: Permanent.
		Office of record*:	Department of origin Copies held by: Departments, Archives
		Rationale:	Publications are a basic organizational record and provide examples of organizational activity.
		Instructions:	Department may wish to keep copy for up to five years. Department should notify the Archives of major version changes on their web site, so that the changes can be captured.

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<i>Category</i>	<i>Series title</i>		
23.019	Purchase orders	Legal citation:	MGL 260: 1,2
		Retain in office:	Until end of calendar year.
		Retain in storage:	Total: 7 years after completion of annual financial audit.
		Office of record*:	Dept. of Public Works
		Copies held by:	n/a
		Rationale:	DPW's large budget and records organization (by vendor) make it worthwhile to maintain the current system, which parallels the Accountant's vouchers.
		Instructions:	Currently purchase orders are only issued by a couple departments, not Central Purchasing; DPW is the primary generator of purchase orders. For now, DPW should retain in office until the end of the calendar year after the end of fiscal year and transfer the records center.
			This should be evaluated in the next year vs. Munis. It used to be possible to justify maintaining Accounting's invoices and purchase orders, but new retrievability may make this unnecessary.
			Technically Purchasing (Board of Selectmen) is the office of record. Until a centralized purchase order system is instituted, department of origin (currently DPW) is the office of record.
23.024	Receipt book of incoming cash	Legal citation:	n/a
		Retain in office:	After completion of annual financial audit.
		Retain in storage:	n/a
		Office of record*:	Accountant
		Copies held by:	Departments, Collector
		Rationale:	Records of the Accountant show incoming cash.
		Instructions:	Retain in office and dispose of at the end of the calendar year after the annual financial audit.
23.023	Receipts, estimated annual cash (income)	Legal citation:	n/a
		Retain in office:	For departments: after annual town meeting.
		Retain in storage:	n/a
		Office of record*:	Accountant
		Copies held by:	Department, Accountant
		Rationale:	Departments, boards and committees are supposed to provide estimates of the amount necessary for the proper maintenance of the departments and estimates of any income to town acct. not less than 90 days prior to annual TM.
		Instructions:	Retain in office and dispose of after annual town meeting.

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<i>Category</i>	<i>Series title</i>		
23.106	Recommendations to committees and boards (e.g., from other departments to Planning Board)	Legal citation:	MGL 66: 7; General Bylaw 7.1
		Retain in office:	Department copy: two years after end of current calendar year. Committee/board requesting recommendation : until no longer active.
		Retain in storage:	Permanent.
		Office of record*:	Committee or board seeking recommendation (e.g., Planning Board)
		Copies held by:	Department, Committee/board requesting recommendation
		Rationale:	Recommendations summarize the current politics of the board, as well as community priorities.
		Instructions:	Committee or board requesting recommendation should transfer originals to Archives at the end of the calendar year. Final disposition: Archives.
23.110	Report to board, committee, commission by departmental employee	Legal citation:	MGL 66: 7; General Bylaw 7.1
		Retain in office:	If not mentioned in minutes, until no longer active or until end of calendar year.
		Retain in storage:	Permanent.
		Office of record*:	Department of origin
		Copies held by:	n/a
		Rationale:	If a report or correspondence is mentioned in the minutes, it should be part of that record.
		Instructions:	If a report or correspondence is mentioned in the minutes of a meeting, it should be included as part of the meeting minutes. If not, transfer to the Archives at the end of the calendar year.
23.103	Reports from outside consultants (related to department tasks and approval process e.g., traffic studies, hazardous waste disposal, etc.)	Legal citation:	MGL 66: 7; General Bylaw 7.1
		Retain in office:	Until no longer actively used; should be retained in project file.
		Retain in storage:	Permanent.
		Office of record*:	Town Clerk/Archives.
		Copies held by:	Various departments
		Rationale:	This is a summary document for the project; it is very important that it should be protected and preserved.
		Instructions:	*Ideally should be filed with Town Clerk's office upon project initiation and cataloged as separate series.* Final disposition: Archives.

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<i>Category</i>	<i>Series title</i>		
23.103	Reports from outside consultants (related to town projects)	Legal citation:	MGL 66: 7; General Bylaw 7.1
		Retain in office:	Until no longer actively used; should be retained in project file.
		Retain in storage:	Permanent.
		Office of record*:	Town Clerk/Archives.
		Copies held by:	Various departments
		Rationale:	This is a summary document for town projects; it is very important that it is protected and preserved.
		Instructions:	*Ideally should be filed with Town Clerk's office upon project initiation and cataloged as separate series.* Final disposition: Archives.
23.025	Reserve Fund Transfer (RFT) request	Legal citation:	MGL 40: 5,6
		Retain in office:	After completion of annual financial audit.
		Retain in storage:	n/a
		Office of record*:	Accountant
		Copies held by:	Ways and Means, Department, Accountant
		Rationale:	Transfers are documented in the records of the Accountant.
		Instructions:	Retain in office and dispose of at the end of the calendar year after the annual financial audit.
23.104	Rules, regulations and office procedures	Legal citation:	MGL 66: 7; General Bylaw 7.1; MGL 40: 33
		Retain in office:	Department: until superceded.
		Retain in storage:	Permanent.
		Office of record*:	Town Clerk/Archives
		Copies held by:	Department, Town Clerk, Archives
		Rationale:	MGL 40: 33 requires filing copy with the Town Clerk within 10 days after approval. Archives should receive original, as this is the archival copy.
		Instructions:	Transfer original to Archives within 10 days after approval. Department should retain until superceded. Depending on the simplicity of the office procedures, it may just be necessary to retain until superceded. Such a document is essential to show that actions were taken in accordance to standard business/office procedure.

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<i>Category</i>	<i>Series title</i>		
23.027	Transfer of funds (i.e. funds appropriated for one department to another department or appropriated for another use in the same department)	Legal citation:	MGL 44: 33B
		Retain in office:	After completion of annual financial audit.
		Retain in storage:	n/a
		Office of record*:	Town meeting and town financial records
		Copies held by:	n/a
		Rationale:	Transfers between departments must be voted by town meeting and are documented in town meeting records and records of the Accountant.
		Instructions:	Retain in office and dispose at the end of the calendar year after the annual audit.
23.028	Vouchers	Legal citation:	MGL 41: 50, 55
		Retain in office:	Acct: retain until end of calendar year: Departments: end of calendar year after end of fiscal year.
		Retain in storage:	Total: 7 years after annual financial audit.
		Office of record*:	Accountant (6.043)
		Copies held by:	Dept. of Public Works accounts payable, Accountant
		Rationale:	
		Instructions:	Accountant: transfer at the end of the calendar year after the end of the fiscal year. Other departments should dispose of at the end of the calendar year after the end of the annual fiscal year. Invoices are housed in vouchers.
23.029	Warrants	Legal citation:	MGL 41: 50, 55; MGL 66: 7; General Town Bylaw 7.1
		Retain in office:	Department: dispose of after completion of annual financial audit. Accountant: until end of fiscal year then transfer to Archives.
		Retain in storage:	Permanent.
		Office of record*:	Accountant (6.044)
		Copies held by:	Departments, Accountant
		Rationale:	
		Instructions:	Department: dispose of at the end of the calendar year after the end of the fiscal year. Accountant: transfer records to Archives the end of the fiscal year.

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<i>Category</i>	<i>Series title</i>		
23.030	Worksheets, financial	Legal citation:	n/a
		Retain in office:	After completion of annual financial audit, provided summary information with long-term value is reported and preserved.
		Retain in storage:	n/a
		Office of record*:	n/a
		Copies held by:	Various Departments
		Rationale:	Summary data should be reported in another format. Worksheets should only provide short-term information.
		Instructions:	Retain in office and dispose of at the end of the calendar year after the end of the fiscal year.
 Personnel			
23.031	Absence reports (daily)	Legal citation:	Town of Burlington General Bylaw 2.4.4; MGL 41: 111G; MGL 41: 42
		Retain in office:	3 years after end of calendar year.
		Retain in storage:	n/a
		Office of record*:	BOS/TA (separate from personnel file). Department may wish to keep duplicate records for 1 year after end of calendar year.
		Copies held by:	BOS/TA, Department
		Rationale:	Town administrator is chief personnel officer. State schedule notes 2 years, but that is inconsistent with the retention period for leave reports (23.035) and MGL 260: 2A, 4 regarding statute of limitations.
		Instructions:	Retain in BOS office until 3 years after end of calendar year. Timesheets and absence reports should be stored separately from personnel file for easier disposal.
23.032	Absence reports (weekly)	Legal citation:	Town of Burlington General Bylaw 2.4.4; MGL 41: 111G
		Retain in office:	3 years after end of calendar year.
		Retain in storage:	n/a
		Office of record*:	BOS/TA (separate from personnel file). Department may wish to keep duplicate records for 1 year after end of calendar year.
		Copies held by:	BOS/TA, Department
		Rationale:	Town administrator is chief personnel officer. State schedule notes 2 years, but that is inconsistent with the retention period for leave reports (23.035) and MGL 260: 2A, 4 regarding statute of limitations.
		Instructions:	Retain in BOS office until 3 years after end of calendar year. Timesheets and absence reports should be stored separately from personnel file for easier disposal.

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<i>Category</i>	<i>Series title</i>		
23.033	Accident report forms	Legal citation:	MGL 260: 2; Town of Burlington General Bylaw 2.4.4
		Retain in office:	7 years after end of calendar year. Retain in storage: n/a
		Office of record*:	BOS/TA Copies held by: BOS/TA, Department
		Rationale:	Town administrator is chief personnel officer and statute of limitations states 6 years after action.
		Instructions:	BOS/TA office should retain for 7 years after end of calendar year. Accident report forms should be separated from personnel file. Department may wish to retain photocopy until issue is resolved.
23.036	Accident reports (personal injury)	Legal citation:	MGL 260: 2
		Retain in office:	7 years after end of calendar year. Retain in storage: n/a
		Office of record*:	BOS/TA Copies held by: BOS/TA, Departments
		Rationale:	Town administrator is chief personnel officer. MGL 260: 2 specifies statute of limitations.
		Instructions:	BOS/TA should retain for 7 years after end of calendar year. Accident reports should be maintained separately from personnel file
23.036	Accident reports (property damage)	Legal citation:	MGL 260: 2
		Retain in office:	7 years after end of calendar year. Retain in storage: n/a
		Office of record*:	BOS/TA Copies held by: BOS/TA, Departments
		Rationale:	Town administrator is chief personnel officer. MGL 260: 2 specifies statute of limitations. State schedule states 3 years, but 7 years would be more consistent with statute of limitations.
		Instructions:	BOS/TA should retain for 7 years after end of calendar year. Accident reports should be maintained separately from personnel file

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<i>Category</i>	<i>Series title</i>		
23.034	Appointment and resignation certificates and letters	Legal citation:	MGL 41: 20-23C; MGL 41: 15; Town General Bylaw, 1.7.2; Town General Bylaw 10.0.
		Retain in office:	n/a (see disposition instructions)
		Retain in storage:	Record of appointments and resignations is a permanent record.
		Office of record*:	Town Clerk
		Copies held by:	Departments, Town Clerk, BOS/TA personnel file
		Rationale:	Town clerk's office maintains a record of appointments and resignations..
		Instructions:	Photocopy should be filed in the BOS/TA personnel file; original should be transferred immediately after approval to the archives.
23.037	Civil service approvals	Legal citation:	MGL 31: 6
		Retain in office:	Until employee termination.
		Retain in storage:	Total: 60 years after employee termination.
		Office of record*:	BOS/TA
		Copies held by:	BOS/TA, Departments
		Rationale:	State schedule is minimum 20 years after termination, but this is a very short period. Lifespans have increased and the personnel file holds information that is required for benefits distribution. Retention period could be shortened if information required for benefits distribution was documented in a separate information system.
		Instructions:	BOS/TA office should file civil service approvals with personnel file. Once employee is terminated, BOS/TA should transfer file to records center for retention. Departments should transfer their records to BOS/TA for centralization.
23.038	Civil service forms	Legal citation:	n/a
		Retain in office:	Until employee termination.
		Retain in storage:	Total: 60 years after employee termination.
		Office of record*:	BOS/TA
		Copies held by:	BOS/TA, Departments
		Rationale:	State schedule is minimum 20 years after termination, but this is a very short period. Lifespans have increased and the personnel file holds information that is required for benefits distribution. Retention period could be shortened if information required for benefits distribution was documented in a separate information system.
		Instructions:	BOS/TA office should file with personnel file. Once employee is terminated, transfer file to records center for retention. Departments should transfer their records to BOS/TA for centralization.

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<i>Category</i>	<i>Series title</i>		
23.039	Court witness travel expense	Legal citation:	MGL 262: 53B
		Retain in office:	At the end of the calendar year after the end of the fiscal year.
		Retain in storage:	n/a
		Office of record*:	Department of origin
		Copies held by:	Department
		Rationale:	MGL 262: 53B specifies members of the state police and does not provide a retention period.
		Instructions:	Retain in office and keep until the end of the calendar year after the end of the fiscal year.
23.040	Daily assignment sheets/work reports	Legal citation:	MGL 260: 2A, 4
		Retain in office:	3 years after end of calendar year.
		Retain in storage:	n/a
		Office of record*:	Department of origin
		Copies held by:	n/a
		Rationale:	State schedule notes 2 years for timesheets, but that is inconsistent with the retention period for leave reports (23.035) and MGL 260: 2A, 4 regarding statute of limitations.
		Instructions:	Retain in office for 3 years after end of calendar year.
23.041	Drill reports	Legal citation:	MGL 260: 2A, 4
		Retain in office:	3 years after end of calendar year.
		Retain in storage:	n/a
		Office of record*:	Department of origin
		Copies held by:	n/a
		Rationale:	State schedule notes 2 years for timesheets, but that is inconsistent with the retention period for leave reports (23.035) and MGL 260: 2A, 4 regarding statute of limitations.
		Instructions:	Retain in office for 3 years after end of calendar year.

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<i>Category</i>	<i>Series title</i>		
23.043	Earning reports (quarterly)	Legal citation:	MGL 41: 42; MGL 66: 7; General Town Bylaw 7.1
		Retain in office:	Department: until end of calendar year after end of fiscal year. Treasurer maintains quarterly records in office 1 year after end of calendar year.
		Retain in storage:	Treasurer technically retains for 60 years after employee termination; currently maintaining records permanently, since they are on microfilm.
		Office of record*:	Treasurer
		Copies held by:	Treasurer, Department
		Rationale:	Quarterly payroll/earning records document employment history, start dates and benefit contributions. Technically the treasurer should retain the records for the same period as personnel records (60 years after employee termination).
		Instructions:	Departments do not need to retain, as the Treasurer maintains earning records.
23.113	Emergency contact form	Legal citation:	MGL 260: 2A, 4
		Retain in office:	3 years after employee termination.
		Retain in storage:	n/a
		Office of record*:	BOS/TA
		Copies held by:	n/a
		Rationale:	Retention period is consistent with statute of limitations.
		Instructions:	Transfer to BOS/TA office immediately upon completion.
23.044	Employment applications (hired)	Legal citation:	n/a
		Retain in office:	Until employee termination.
		Retain in storage:	BOS/TA: 60 years after employee termination.
		Office of record*:	BOS/TA
		Copies held by:	BOS/TA, Departments
		Rationale:	State schedule is minimum 20 years after termination, but this is a very short period. Lifespans have increased and the personnel file holds information that is required for benefits distribution.
		Instructions:	BOS/TA office should file with personnel file; departments should not retain. Once employee is terminated, BOS/TA should transfer file to records center for retention. Departments should transfer their records to BOS/TA for centralization.

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<i>Category</i>	<i>Series title</i>		
23.044	Employment applications (unhired)	Legal citation:	CFR 1602.30A, MGL 260: 2A
		Retain in office:	3 years after filling of position or cancellation of vacancy.
		Office of record*:	BOS/TA
		Rationale:	State retention period is 2 years after filling of position or cancellation of vacancy. Per MGL 260: 2A, 3 years would be more reasonable.
		Instructions:	Departments should transfer to BOS/TA after hiring. BOS/TA: retain in office and review annually. Dispose of 3 years after end of calendar year.
		Retain in storage:	n/a
		Copies held by:	BOS/TA, Departments
23.112	Employment eligibility verification form (INS I-9)	Legal citation:	8 CFR 274a.2 (sec. 274a.2) and 8 CFR274 (subpart A)
		Retain in office:	3 years after the date of the hire or 1 year after the employee's termination date.
		Office of record*:	BOS/TA
		Rationale:	Retention period is based on period specified in legal citations.
		Instructions:	Retain in BOS/TA office for entire period specified in office retention period.
		Retain in storage:	n/a
		Copies held by:	n/a
23.045	Equipment loan report	Legal citation:	MGL 260: 2A
		Retain in office:	3 years after end of calendar year or return of equipment, whatever is longer.
		Office of record*:	Department of origin
		Rationale:	State schedule states until after return of equipment, but that does not appear to take into account MGL 260: 2A.
		Instructions:	Departments should retain in office and maintain for 3 years after end of calendar year or return of equipment, whatever is longer.
		Retain in storage:	n/a
		Copies held by:	Departments

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<i>Category</i>	<i>Series title</i>		
23.046	Insurance reports (group policies e.g., Blue Cross)	Legal citation: MGL 260: 2A	
		Retain in office: 3 years after end of calendar year.	Retain in storage: n/a
		Office of record*: Treasurer	Copies held by: n/a
		Rationale: State schedule states 2 years, but 3 years after end of calendar year is more consistent with MGL 260: 2A.	
		Instructions: Treasurer's office should retain for 3 years after end of calendar year.	
23.035	Leave reports (authorized)	Legal citation: MGL 260: 2A, 4	
		Retain in office: 3 years after end of calendar year.	Retain in storage: n/a
		Office of record*: BOS/TA (separate from personnel file). Department may wish to keep duplicate records for 1 year after end of calendar year.	Copies held by: BOS/TA, Department
		Rationale: Town administrator is chief personnel officer. State schedule notes 2 years for timesheets, but that is inconsistent with the retention period for leave reports (23.035) and MGL 260: 2A, 4 regarding statute of limitations.	
		Instructions: Retain in BOS office until 3 years after end of calendar year. Timesheets and absence reports should be stored separately from personnel file for easier disposal.	
23.048	Overtime reports	Legal citation: MGL 260: 2A	
		Retain in office: 3 years after end of calendar year.	Retain in storage: n/a
		Office of record*: Department of origin	Copies held by: n/a
		Rationale: 3 years is consistent with MGL 260: 2A.	
		Instructions: Retain in office for 3 years after end of calendar year.	

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<i>Category</i>	<i>Series title</i>		
23.055	Payroll/earning (weekly, biweekly, monthly)	Legal citation:	MGL 41: 42
		Retain in office:	Until the end of the calendar year after the end of fiscal year.
		Retain in storage:	n/a
		Office of record*:	Treasurer
		Copies held by:	Department, Treasurer
		Rationale:	Quarterly payroll/earning records document employment history, start dates and benefit contributions. Quarterly records should be retained for the same period as a personnel record (60 years after employee termination).
		Instructions:	Treasurer: retain in office and destroy at end of calendar year after the end of the fiscal year.
23.049	Performance bonds	Legal citation:	MGL 268A: 17, MGL 260: 2
		Retain in office:	Retain in office for 7 years after end of calendar year
		Retain in storage:	n/a
		Office of record*:	Department of origin
		Copies held by:	n/a
		Rationale:	Records Management Unit schedule 23-89 (rev. 5/3/1993), item 23.049.
		Instructions:	Department should retain in office for 7 years after end of calendar year.
23.050	Personnel files (see rationale section for contents)	Legal citation:	Town of Burlington Personnel Rules and Regulations (section 1.3-3, amended 1/13/1997)
		Retain in office:	BOS/TA: retain in office until employee termination.
		Retain in storage:	Total: 60 years after employee termination.
		Office of record*:	BOS/TA
		Copies held by:	n/a
		Rationale:	State schedule is minimum 20 years after termination, but this is a very short period. Lifespans have increased and the personnel file holds information that is required for benefits distribution. Retention period could be shortened if information required for benefits distribution was documented in a separate information system.
		Instructions:	Per the Town of Burlington Personnel Rules and Regulations (section 1.3-3), personnel files should contain: a) employment application or resume b) report of all personnel actions reflecting the original appointment, promotion, reassignment, transfer, separation or layoff c) history of employment and correspondence directly related to the employee's past employment record, reclassification or change in the employee's past employment record, reclassification or change in the employee's rate of pay or position title, commendations, records of disciplinary action, and training records d) results of any performance appraisal and other records that may be pertinent to the employee's employment records Department should transfer their copy to BOS/TA. BOS/TA office should eliminate duplicates and transfer to records center. Final disposition: records center.

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<i>Category</i>	<i>Series title</i>		
23.051	Sick leave reports	Legal citation:	Town of Burlington General Bylaw 2.4.4; MGL 41: 111G; MGL 260: 2A, 4
		Retain in office:	3 years after end of calendar year. Retain in storage: n/a
		Office of record*:	Department of origin Copies held by: n/a
		Rationale:	Town administrator is chief personnel officer. State schedule schedule is consistent with statute of limitations noted in MGL 260: 2A, 4.
		Instructions:	Retain in office until 3 years after the end of the calendar year.
23.052	Tax exemption certificates (M-4, W-4, 4-E)	Legal citation:	MGL 62B: 5
		Retain in office:	4 years after end of calendar year. Retain in storage: n/a
		Office of record*:	Treasurer Copies held by: n/a
		Rationale:	Records Management Unit schedule 23-89 (5/3/1993), item 23.052.
		Instructions:	Treasurer should retain in office for 4 years after end of calendar year.
23.053	Tax withholding statements (W-2, M-2)	Legal citation:	MGL 62B: 5
		Retain in office:	4 years after end of calendar year. Retain in storage: n/a
		Office of record*:	Treasurer Copies held by: n/a
		Rationale:	Records Management Unit schedule 23-89 (5/3/1993), item 23.053.
		Instructions:	Treasurer should retain in office for 4 years after end of calendar year.

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<i>Category</i>	<i>Series title</i>		
23.054	Time sheets	Legal citation:	MGL 41: 42; Town of Burlington General Bylaw 2.4.4; MGL 41: 111G
		Retain in office:	BOS/TA 3 years after end of calendar year. Department should retain copy for 1 year after end of calendar year.
		Retain in storage:	n/a
		Office of record*:	BOS/TA
		Copies held by:	BOS/TA and Department
		Rationale:	Town administrator is chief personnel officer and 3 years is consistent with statute of limitations.
		Instructions:	BOS/TA: 3 years after end of calendar year. Department may wish to retain copies in office for 1 year after end of calendar year
23.047	Training report or certificates for individual employees	Legal citation:	MGL 260: 2
		Retain in office:	See disposition instructions.
		Retain in storage:	n/a
		Office of record*:	BOS/TA
		Copies held by:	Department, BOS/TA
		Rationale:	Training report may have potential legal value and should be maintained for a minimum of 7 years after employee termination.
		Instructions:	Employee training should be recorded in personnel file; if so, department should retain for 1 year after end of calendar year. If not recorded in personnel file, department should retain for 7 years after employee termination.

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