

[Approved by Supervisor of Records Manza Arthur July 29, 2022]

## **Proposed Changes to Municipal Schedule**

### **Records In Common**

#### **01.205 (a) Applications for Special One-Day Permit**

Applications for Special Licenses (One Day Special Permit) for the sale of wines and/or malt beverages to any enterprise; and Special Licenses (One Day Special Permit) for the sale of all alcoholic beverages issued to non-profit organizations only.

*Retain three years past duration of license.*

**Citation:** M.G.L. c 138, section 14, 204 CMR 7.00

See also: Section 14, Licensing Board and Section 22, Select Board.

#### **01.205 (b) Applications for Farmer's Market Permits**

Applications for Special Licenses for the sale of wine manufactured by a licensed Farmer-Winery at approved agricultural events.

*Retain 3 years past duration of license.*

**Citation:** M.G.L. c 138, section 15F, 204 CMR 7.00

See also: Section 14, Licensing Board and Section 22, Select Board.

#### **01.176 Conflict of Interest Records**

*See sub-schedules for specific descriptions and retention periods.*

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

*Retain 6 years.*

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

#### **01.076(b) Conflict of Interest Disclosure Forms**

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

Many exemptions to G.L. c. 268A, Conflict of Interest Law, require a municipal employee to file a public disclosure form.

See also State Ethics Commission Regulations: 930 CMR 1.00 - 7.00.

The appointing authority shall keep this Disclosure and Determination as a public record.

Check specific Forms for filing instructions.

#### **01.206 (e) Personnel, Contractor or Subcontractor Certified Payroll Records**

Payroll records kept by contractors or subcontractors or public bodies engaged in public works projects for all employed mechanics, apprentices, teamsters, chauffeurs and laborers. Includes names, addresses, occupational classifications, hours worked, wages paid, and may include copies of apprentice identification

cards.

*Retain 3 years after contract date of completion.*

**Citation:** M.G.L. c 149, section 27

See also: Section 11, Department of Public Works.

**Assessor**

**04.051 Property History Records**

*Permanent.*

**04.052 Property Record Cards**

*Retain until superseded.*

**Town Clerk**

**07.028 Conflict of Interest Disclosure Forms**

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

Many exemptions to G.L. c. 268A, Conflict of Interest Law, require a municipal employee to file a public disclosure form.

See also State Ethics Commission Regulations: 930 CMR 1.00 - 7.00.

The appointing authority shall keep this Disclosure and Determination as a public record.

Check specific Forms for filing instructions.

**Department of Public Works**

**11.045 Contractor or Subcontractor Certified Payroll Records for**

**Department of Public Works projects**

Payroll records kept by contractors or subcontractors or public bodies engaged in public works projects for all employed mechanics, apprentices, teamsters, chauffeurs and laborers. Includes names, addresses, occupational classifications, hours worked, wages paid, and may include copies of apprentice identification cards.

*Retain 3 years after contract date of completion.*

**Citation:** M.G.L. c 149, section 27B

See also: Section 1, Records in Common.

**Licensing Board**

**14.031 (a) Application for Special One-Day Permit.**

Applications for Special Licenses (One Day Special Permit) for the sale of wines and/or malt beverages to any enterprise; and Special Licenses (One Day Special Permit) for the sale of all alcoholic beverages issued to non-profit organizations only.

*Retain three years past duration of license.*

**Citation:** M.G.L. c 138, section 14, 204 CMR 7.00

See also, Section 1, Records in Common and Section 22, Select Board.

**14.031 (b) Applications for Farmer's Market Permits**

Applications for Special Licenses for the sale of wine manufactured by a licensed Farmer-Winery at approved agricultural events.

*Retain 3 years past duration of license.*

**Citation:** M.G.L. c 138, section 15F, 204 CMR 7.00

See also, Section 1, Records in Common and Section 22, Select Board.

## **Police Department**

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

*Retain 7 years following closure; retain separately from personnel files.*

**Citation:** M.G.L. c. 149 s. 52C;c. 151B; c. 260 s. 5B; c. 277 s. 63

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

*Retain 7 years following closure; retain separately from personnel files.*

**Citation:** M.G.L. c. 149 s. 52C;c. 151B; c. 260 s. 5B; c. 277 s. 63

### **16.034 Internal Investigation Case Files**

*Retain 7 years following closure.*

**Citation:** M.G.L. c. 6E s.8; c. 149 s. 52C;c. 151B; c. 260 s. 5B; c. 277 s. 63

### **16.074 Noncriminal Violation Citations**

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

Any city or town may by ordinance or by-law provide for non-criminal disposition of violations of any ordinance or by-law or any rule or regulation of any municipal officer, board or department; the violation of which is subject to a specific penalty.

**Citation** M.G.L. c. 40 s. 21

## **School Department**

### **20.048 Student records**

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04 (Personal Files of School Employees).

#### **20.048 (a) Student temporary records (all other records)**

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

*Retention: The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal.*

#### **20.048 (b) Student transcripts**

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed, and highest performance level achieved on all MCAS tests required for the competency determination.

*Retention: The student's transcript shall be maintained by the school department and may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school system.*

**Citation:** 603 CMR 23.02, 23.06

#### **20.049 Intelligence test scores**

The score of any group intelligence test administered to a student enrolled in a public school.

*Retention:* In accordance with M.G.L. c. 71, § 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

**Citation:** M.G.L. c 71, section 87, 603 CMR 23.06

### **Select Board**

#### **22.050 Licenses, Alcoholic Beverages, Applications for Special Licenses or Permits**

Applications submitted to Local Licensing Authorities for Special Permits for the sale of alcohol, which include: Special Licenses (One Day Special Permit) and Farmer's Market Permits.

#### **22.050(a) Applications for Special One-Day Permit**

Applications for Special Licenses (One Day Special Permit) for the sale of wines and/or malt beverages to any enterprise; and Special Licenses (One Day Special Permit) for the sale of all alcoholic beverages issued to non-profit organizations only.

*Retain three years past duration of license.*

**Citation:** M.G.L. c 138, section 14, 204 CMR 7.00

See also: Section 1, Records in Common and Section 14, Licensing Board.

**22.050 (b) Applications for Farmer's Market Permits**

Applications for Special Licenses for the sale of wine manufactured by a licensed Farmer-Winery at approved agricultural events.

*Retain three years past duration of license.*

**Citation:** M.G.L. c 138, section 15F, 204 CMR 7.00

See also: Section 1, Records in Common and Section 14, Licensing Board.

**Public Utilities**

**27.01 Municipally- Owned Public Utilities Records**

Records defined by 220 CMR 75.00 prepared by or on behalf of municipal public utilities, including gas, electric, and water utility companies, subject to the jurisdiction of the Massachusetts Department of Public Utilities. Includes all books of account and other records prepared by or on behalf of the public utility, such as corporate and general records, general accounting records, insurance records, operations and maintenance records, personnel records, plant and depreciation records, and tax records.

**Retention:** Records custodians shall maintain the records according to the retention periods set forth in 220 CMR 75.05.

**Citation:** 220 CMR 75.05