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Office of Consumer Affairs and Business Regulations (B04, B07, B09, L11 and L12 Schedules)	1
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A01: Program Development and Review

A01-01: Program Establishment, Development Records

Permanent

Documents the creation and development of the agency, its departments, divisions, and units, and its programs. Also documents its purpose, authority, and organization as well as any major changes over time, any major reviews of the program, and any major reorganization. Includes organizational charts; mission or function statements; program charges, bylaws, and legislation; reorganization documentation; long term plans; agency histories; issues, policy, and legislation background materials, outreach, and initiatives substantive documentation; and related correspondence.

A01-02: Annual and Summary Reports records

See sub-schedules for specific retention periods.

Documents the production of annual reports or other summary reports of agency business. Includes background support materials, statistical and other interim reports, unpublished reports, final products, and related correspondence.

A01-02 (a): Annual reports

Permanent

A01-02 (b): Substantive support documentation for annual reports

Retain 3 years.

A01-02 (c): All other reports, published or unpublished, and substantive support materials. Retain until administrative use ceases. Permission from RCB not required for destruction.

A01-03: Program Plans and Planning Records

See sub-schedules for specific retention periods.

Documents the ongoing study, review, and evaluation of program functions and needs. Includes needs assessments, special studies documentation, background support documentation, surveys and questionnaires, program development and planning grant documentation, business plans, and related correspondence.

A01-03 (a): Reports and substantive background documentation

Permanent

A01-03 (b): All other records

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

A01-04: Reorganization, Relocation, and Closing Records

See sub-schedules for specific retention periods.

Documents major changes to an agency's administrative structure, functions, or physical location. Includes plans and planning materials, issues documentation, needs assessments, drawings, space and new facility plans, and related correspondence.

A01-04 (a): Summary and substantive materials

Permanent

A01-04 (b): All other records

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

A01-05: Accreditation Records

See sub-schedules for specific retention periods.

Documents the accreditation process relating to an agency's program or programs as required by federal or state statute, or other body. Includes background support materials, accrediting agency correspondence, guidelines, reports, procedures, and accreditation review reports and responses.

A01-05 (a): Final Accreditation report, responses, and substantive correspondence
Permanent

A01-05 (b): All other records
Retain 6 years after accreditation period ends.

A01-06: Disaster Planning Records

See sub-schedules for specific retention periods.

Documents plans to maintain necessary business operations, to protect personnel, and to safeguard vital records during emergency situations. Includes background support documentation and work papers, plans and reports, and related correspondence.

A01-06 (a): Final plans
Permanent

A01-06 (b): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

A01-07: Commemorations and Historical Anniversary Records

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

Documents any celebration or recognition of agencies or their works.

A01-08: Program Historical Articles and Clippings

See sub-schedules for specific retention periods.

Consists of articles and clippings about agency programs and functions. Collection may be unique or not easily reproduced.

A01-08 (a): Substantive files
Review by Archives after administrative use ceases.

A01-08 (b): All other records
Review by Archives after administrative use ceases.

A01-09: Artifacts and Memorabilia

Review by Archives after administrative use ceases.

Consists of objects, items, mementos, and souvenirs with special value to the agency. Includes scrapbooks, staff photos, picture books, albums, newspaper articles and clippings, slides, buttons, flags, banners, badges, batons, maces, stamps, stamping devices, and other selected objects.

A02: Legislation and Policy

See sub-schedules for specific retention periods.

A02-01: Informational Circulars

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

Provides a record of information distributed for the general information of staff.

A02-02: Legal Letter Release Records

See sub-schedules for specific retention periods.

Documents the development of statements of legal clarifications, opinions, or explanations of law in order to respond to specific requests. Includes initial requests for information, background support materials, internal legal opinions and notes, final memos, letter rulings, or other products, and related correspondence.

A02-02 (a): Final products and substantiative support materials
Permanent

A02-02 (b): All other records
Retain 3 years.

A02-03: Policy and Procedure Records

See sub-schedules for specific retention periods.

Documents the agency's role in the development, implementation, and review of its policies and procedures. Includes background materials and notes, substantive drafts such as those issued for public comment, and final policy directives or manuals.

A02-03 (a): Manuals, publications, bulletins and substantive support materials
Permanent

A02-03 (b): All other records
Retain 3 years.

A02-04: Executive Orders, Directives, and Bulletins Records

See sub-schedules for specific retention periods.

Documents the process to develop and issue official orders, decisions, and directives to agency staff. Includes background support materials, final issuances, and related correspondence.

A02-04 (a): Final Issuances and substantial support materials
Permanent

A02-04 (b): All other records
Retain 3 years.

A02-05: Rules and Regulation Records

See sub-schedules for specific retention periods.

Documents the development, review, and administration of the agency's rules and regulations as required by statute. Includes background support materials, drafts, public hearing documentation, and final CMR submissions to the Secretary of State's office for official filing.

A02-05 (a): Final accepted rules and regulations and substantive support materials
Permanent

A02-05 (b): All other records
Retain 3 years.

A02-06: Legislative Records

See sub-schedules for specific retention periods.

Documents the agency's role in the development and review of program legislation and subsequent policy development. Includes research and investigative materials, intergovernmental memoranda, legal research and attorney notes, drafts, and related correspondence.

A02-06 (a): Summary and substantive support materials
Permanent

A02-06 (b): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

Administration

Administration

A04-05: Committee Members' Records

See sub-schedules for specific retention periods.

Documents activities of employees as members of committees or groups where such activities are performed as part of their official duties. Includes meeting preparation materials, meeting agendas and notes, minutes, reports, and related correspondence.

A04-05 (a): Executives' records

Retain 3 years.

A04-05 (b): All other records

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

A04-06: Task Force Records

See sub-schedules for specific retention periods.

Documents the work of special task forces assigned by committees or managers to address issues relating to agency functions. Includes original charges, work papers, reports and deliverables, and related correspondence.

A04-06 (a): Charges, substantive correspondence and work product, and reports Permanent

A04-06 (b): All other records

Retain 3 years.

A04-07: Staff Meeting Records

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

Documents unit staff meeting proceedings. Includes agendas, minutes, working papers, submissions, exhibits, reports, and related correspondence.

A05: Program Administration

A05-01: Program Subject/Resource Records

Review by Archives after administrative use ceases.

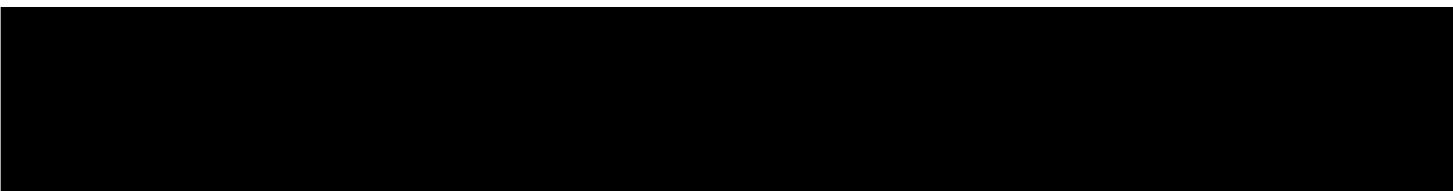
Consists of background materials on topics relating to agency mission and functions. Includes articles, clippings, selected meeting minutes, discussion notes, ratings and surveys, informational reports, and related correspondence. TTITfbiinutedtbuction.

Administration

A05-03 (a): Substantive planning documentation and summary presentation
material O V Permanent

A05-03 (b): All other records

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



A05-05: Program Publication Records

Permanent - Send 8 hardcopies of each publication (and/or 1 electronic copy) to the State

/ L E U D U R F X P H O N E Production of publications to promote agency functions and activities.

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A07-01: Intra-Agency Relations Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the monitoring, oversight, review, coordination, and communication between an agency's units and offices. Includes memos, letters, reports, notes, background materials, and related correspondence.

A07-02: Intra-Governmental Coordination

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the interaction and coordination of state and municipal agency activities where functional responsibilities overlap. Includes letters of agreement, understanding or intent, plans and proposals, special studies, and related correspondence.

A07-03: Inter-Agency Relations Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the interaction and coordination between the agency and other governmental or regulatory agencies especially where approval, oversight, or coordination of efforts is involved. Includes background support materials, reports, notes, opinions, proposals, projects, surveys and questionnaires, and related correspondence.

A07-04: Federal/State Relations Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents agencies' relations with other agencies or bodies that have regulatory oversight over agency affairs and business.

A07-05: Special Relations Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the coordination and communication between state agencies that fall outside of the organizational boundaries of the agencies but whose functions are crossed. Includes memos, letters, reports, notes, background materials, project and planning documentation, and related correspondence.

A07-06: External Program Relations Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the interaction and coordination between the agency and outside institutions, associations, programs, and individuals where they share similar missions and can mutually benefit from informational exchanges and/or group cooperative efforts. Includes background support documentation, reports, joint proposals, surveys and questionnaires, and related correspondence.

A07-07: Professional Organizations and Associations Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents staff participation in outside organizations and associations relating to the mission and functions of the agency. Includes promotional literature, membership lists, meeting and conference announcements, proceedings materials, conference materials, and related correspondence.

A08: Public Relations

See sub-schedules for specific retention periods.

A08-01: Public Relations and Communications Records

See sub-schedules for specific retention periods.

Documents the agency's efforts to promote an effective and cooperative working relationship with the community and the public relating to projects, issues, and general work. Includes plans, proposals, outreach projects, articles, speeches, news and press releases, and related correspondence.

A08-01 (a): Substantive records reflecting decisions, issues, concerns and events
Permanent

A08-01 (b): All other records
Retain 3 years.

A08-02: Media Advisories and Releases Records

See sub-schedules for specific retention periods.

Documents the preparation and distribution of information to the public sector. Includes media advisories, news and press releases, web announcements, and related support materials and correspondence.

A08-02 (a): Final official releases
Permanent

A08-02 (b): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

A08-03: Public Appearances, Speeches, and Writings

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

Documents speeches and writings of managers and staff as part of their job responsibilities where these are filed separately from other record series. Includes correspondence, memoranda, notes, audio visual materials, video tape, transcripts, and related correspondence.

A08-04: Ombudsman/Advocate Records

See sub-schedules for specific retention periods.

Documents the interaction between the office and the public for the purpose of assisting users of government find and successfully utilize the services they need. Includes intake, responses, background materials, referrals, and related correspondence.

A08-04 (a): Cases that instigated policy or procedural change
Permanent

A08-04 (b): All other records
Retain 3 years.

A09: Special Events

See sub-schedules for specific retention periods.

A09-01: Special Event Records

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

Documents the agency's role in the administration, planning, arrangement, and execution of special events and activities such as dinners, lectures, dedications, ceremonies, visits, and tours. Includes planning and arrangement records, announcements, event and activity documentation, and related correspondence.

A09-02: Conference, Seminar, and Workshop Participant Records

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

Documents conferences attended by staff. Includes programs brochures, announcements, promotional materials, registration records, agendas, program descriptions, presentation materials, handouts, and related correspondence.

Administration

A09-03: Conference, Seminar, and Workshop Sponsor Records

See sub-schedules for specific retention periods.

Documents the agency's role in the administration, planning, arrangement, and execution of conferences. Includes planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluation brochures and

A11-04: Transitory Messages

Retain until administrative use ceases. Permission from RCB 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

Administration

A12-07: 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 G. L. c. 30A, §18, for the purpose of discussing the reputation, character, physical condition or mental health of the individual pursuant to G. L. c. 30A, §21(a)(1).

A12-08: 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.

A12-09: 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.

A12-10: Correspondence

See record series Records in Common: Administration: § & R U U H V S R Q G F Q X G H V H P D
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.

A12-11: Training Materials

Retain until superseded by new versions of training materials.

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

A12-12: Complaints (Other than Open Meeting Law Complaints)

Retain 6 months by the public body and thereafter by the normal custodian of the record for

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B01: Legal Review Records

See sub-schedules for specific retention periods.

B01-01: Legal Opinion Records

Permanent.

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

B01-02: Legal Review Records

See sub-schedules for specific retention periods.

Documents the internal review of the provisions of documents or other matters to assist with wording, processes, and procedures where a formal legal memo or opinion was not required. Includes agency requests for assistance, background support materials, and related correspondence.

B01-02 (a): Filed Separately

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

B01-02 (b): Filed with Related Subject File

Retain according to the appropriate record series for that set of files. See also Record Series "B1-1 Legal Opinion Records."

B01-03: Legal Announcements and Advertisements Records

See sub-schedules for specific retention periods.

Documents the official posting of any agency business to websites, newspapers, or official newsletters.

B01-03 (a): Contract Announcements

Retain 6 years after contract last payment or close.

B01-03 (b): All Other Records

Retain 3 years.

B01-04: Legal Issues Records

See sub-schedules for specific retention periods.

Consists of reference and background materials collated from different sources on policies, issues, and topics of a potential legal nature related to the agency's programs and functions.

B01-04 (a): Summary and Substantive Support Materials

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

B01-04 (b): All Other Records

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

B01-06: Ethics and Conflict of Interest Records

See sub-schedules for specific retention periods.

Documents the monitoring of agency business that necessitates controls over potential problem areas concerning ethical issues or conflict of interest. Includes employee statements of impartiality, financial disclosure forms, disclosure memos, and notices of outside employment or business, notice of outside legal or accounting practice, audit papers or notes, and related correspondence.

B01-06 (a): Employee Records

Retain while employed.

B01-06 (b): Issue Files

Retain 6 years.

B01-07: Contract and Agreements Legal Files

See sub-schedules for specific retention periods.

Documents the legal development and acceptance of contracts and agreements and the monitoring of legal compliance with the provisions, expectations, and reporting requirements. Includes legal support materials, final authorized and executed contracts and agreements, report and compliance monitoring documents, termination papers, and related correspondence.

B01-07 (a): Landmark or Noteworthy Contracts

Permanent.

B01-07 (b): Contracts Under Seal

Retain 20 years.

B01-07 (c): All Other Records

Retain 6 years after close of contract and after date of last payment.

B01-08: Land Management and Acquisition Records

See sub-schedules for specific retention periods.

Documents the appraisal and acquisition or selling of agency land and property. Includes planning reports, appraisal reports, survey reports and plans, boundary descriptions and adjustments, title searches, environmental site assessments, photographs, studies, and related correspondence.

B01-08 (a): Land Records

Permanent.

B01-08 (b): Properties Not Purchased

Retain 6 years after final action.

B01-08 (c): Professional Appraisal Services

Retain 6 years after contract close.

B01-08 (d): All Other Records

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

B02: Public Records

See sub-schedules for specific retention periods.

B02-01: Public Records Request Records

Retain 3 years after last activity.

Documents requests for access to records by members of the public, the press, or other persons or entities as allowed for in Massachusetts General Laws Chapter 66 or other statutes. Includes requests, related correspondence, rationales for redaction or withholding of information, response letters, Supervisor of Public Records opinions, and substantive support materials.

B02-02: Public Records Appeal Case Files

See sub-schedules for specific retention periods.

Documents individual appeals to the Supervisor of Public Records to obtain access to state public records where original request was denied. Includes requests, background information, official state responses, and related correspondence.

B02-02 (a): Summary Information

Permanent.

B02-02 (b): All Other Records

Retain 3 years after last activity.

B02-03: Massachusetts Environmental Police-Public Records Requests

Retain 3 years after last activity.

Documents requests for access to agency records by members of the public, the press or other agencies, or employees, as allowed for in Massachusetts General Laws Chapter 66 or other statutes. Includes: requests, Powers of Attorney, subpoenas, Court Orders, rationales for redaction or withholding information, response letters, Supervisor of Public Records Opinions, Summary listing of information provided and related correspondence.

B02-04: Fair Information Practices Act (FIPA) Request Records

Retain 3 years after last activity.

Documents requests for access to personal data by data subjects or other persons or entities as permitted by Massachusetts General Laws Chapter 66A and agency regulations. Includes requests, related correspondence, responses, and substantive support materials.

B02-05: Non-Party Subpoena Records

Retain 3 years after last activity.

Subpoenas for records for matters in which the agency or office is not a party to the litigation. Includes subpoenas, correspondence, responses, and other related materials.

B03: Investigation and Monitoring Records

See sub-schedules for specific retention periods.

B03-01: Investigation Case Files

See sub-schedules for specific retention periods.

Documents the state's role relating to state, federal, municipal or other investigations into fraud, breaches of contract, neglect, or other potential criminal activity, or other abuses of matters of the state for potential prosecution. Includes background support materials, evidence, investigative reports, actions taken and related correspondence.

B03-01 (a): Letters Referring Cases to Attorney General

Permanent.

B03-01 (b): Landmark or Policy Setting Cases

Permanent.

B03-01 (c): Non-jurisdictional or Lack of Probable Cause Records

Retain 3 years.

Legal and Regulatory

B03-01 (d): All Other Records

Retain 6 years after final case closure or referral to Attorney General's office unless agency legal counsel requires a longer period.

B03-02: Discrimination Investigation Case Files

See sub-schedules for specific retention periods.

Documents complaints and subsequent investigations into charges of discrimination by individuals in the Commonwealth. Includes charges, interrogatories and responses, investigative notes, position statements and rebuttals, complainant's withdrawal or notice of deposition, public hearing documentation, and final determinations and orders.

B03-02 (a): Landmark or Policy Setting w94 28.92 r03-02hsr note1 18han do rders.

B04-01 (b): All Other Records

Retain 3 years from permit expiration or cancellation.

B04-02: Facilities Inspection, Monitoring, and Control Records

See sub-schedules for specific retention periods.

Documents inspections of facilities, sites, or equipment to determine if any violations of licensing rules and regulations or other statutes have occurred. Includes site notes, reports, violation documentation, responses, and related correspondence.

B04-02 (a): General

Retain 3 years.

B04-02 (b): Department of Mental Health

Retain 6 years

B04-03: Facilities Licensing and Certification Records

See sub-schedules for specific retention periods.

Documents the process to license or certify facilities. Includes applications, inspection reports, background support materials, variances, final approvals, and related correspondence.

B04-03 (a): Summary Lists

Permanent.

B04-03 (b): Case Files Kept by Institution

Retain original filing and a summary of subsequent filings for the life of the entity plus 3 years.

B04-03 (c): All Other Records

Retain 3 years from license expiration or cancellation.

B04-04: Licensure Complaints, Investigations, and Hearings Records

See sub-schedules for specific retention periods.

Documents complaints received and/or investigated relating to unregulated activities.

Complaint types include regulatory non-compliance, fraud and program abuse, administrative process, and citizen requests for services. Includes intake documentation, complaint forms, interview notes, hearing transcriptions, investigation reports, appeals, hearing proceedings, and related correspondence.

B04-04 (a): Abandoned, Incomplete, Non-jurisdictional, Withdrawn, or Dismissed Co P S O D L Q W V Retain 3 years.

B04-04 (b): Routinely Resolved Complaints

Retain 3 years.

B04-04 (c): Landmark or Policy Setting Cases

Retain entire file permanently.

B04-04 (d): All Other Records

Retain 6 years after final resolution.

B04-06: Complaints Against Agency Records

See sub-schedules for specific retention periods.

Documents complains against agencies. Includes complaints, investigatory materials, and related correspondence; Complaints that lead to a change in official policy and procedure.

B04-06 (a): Lead to Change in Policy

Permanent

B04-06 (b): All Other Records

Retain 6 years

B05: Litigation Records

See sub-schedules for specific retention periods.

B05-01: Administrative Law Case Files

See sub-schedules for specific retention periods.

Documents the activities of the quasi-judicial agencies with authority to hear matters and appeals and to hold hearings and make decisions. Includes appeals and requests, background support materials, hearing notes, decisions and determinations, and related correspondence.

B05-01 (a): Case Logs and Summaries

Permanent.

B05-01 (b): Landmark Cases

Permanent.

B05-01 (c): All Other Records

Retain 3 years after final case activity.

B05-02: Administrative Law Appeals

See sub-schedules for specific retention periods.

Documents cases brought before Administrative Law Judges and bodies. Includes hearing notices, complaints, appeals, transcripts, and related correspondence.

B05-02 (a): Summary Dockets and Logs; Final Findings and Recommendations

Permanent.

B05-02 (b): All Other Records

Retain 6 years after final case activity.

B05-03: Litigation Case Files

See sub-schedules for specific retention periods.

Documents the agency's role in the litigation of cases involving the agency or its business where a complaint has been filed in court. Includes investigative materials, attorney work product, evidence, motions and briefs, proceeding transcripts, decisions and determinations, court materials, and related correspondence.

B05-03 (a): Letters Referring Cases to Attorney General's Office

Permanent.

B05-03 (b): Landmark, Policy Setting or Newsworthy Cases

Permanent.

B05-03 (c): Summary Case Lists or Dockets

Permanent.

B05-03 (d): Cases Involving Children

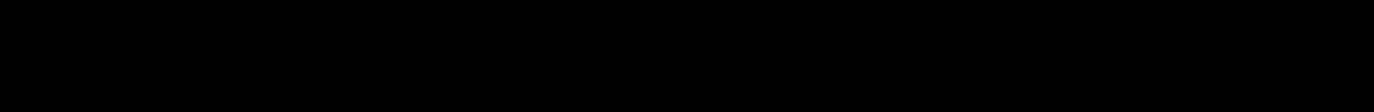
Retain until child reaches age of 21 plus 6 years.

B05-03 (e): Criminal Cases

Retain 35 years after final action.

B05-03 (f): Civil Cases

Retain 20 years after final action.



B05-04: Litigation/Hearings Case Exhibits

See sub-schedules for specific retention periods.

Provides a record of exhibits presented as supporting documentation, evidence for litigation, hearings, board docket cases, or other cases.

B05-04 (a): Exhibits Not a Factor in Appeals

Retain until case closes.

B05-04 (b): All Other Materials

Retain as for case files.

B05-05: Legal Briefs and Testimony Records

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Individual staff or agency representative's testimony before the courts, at hearings, or other legal forum. Includes case background materials, formal written statements, and related correspondence.

B05-06: Tort Claim Records

See sub-schedules for specific retention periods.

Documents complaints that may result in accident or other claims made against the agency. Includes incident/accident reports, investigation reports, photographs, depositions, settlement documentation, and related correspondence.

B05-06 (a): Claim Files

Retain 25 years after resolution.

B05-06 (b): Medical Records

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

Facilities, Transportation and Construction

C01-08: Facilities Hazardous Materials Monitoring Records

See sub-schedules for specific retention periods.

Documents each potentially dangerous chemical or other substance in use at a facility detailing its hazards, symptoms, and other data regarding exposure, use, and storage risks. Includes Material Safety Data Sheets (MSDS), inventory sheets, reports, and related correspondence.

C01-08 (a): Primary Copy or Unique Records not held elsewhere
Retain 30 years.

C01-08 (b): Secondary Copies
Retain 3 years.

C01-09: Facility Safety Records

See sub-schedules for specific retention periods.

Documents the planning and review of safety in the workplace. Includes safety incident analysis, background support, safety committee minutes and notes, and related correspondence.

Facilities, Transportation and Construction

C02-03: Construction Project Designer Contract Records

See sub-schedules for specific retention periods.

Documents the process to determine contract awards for architectural or artistic designs of state buildings, grounds, projects, or art. Includes bid guidelines, illustrations, plans, proposals, and related correspondence.

C02-03 (a): Substantive records

C02-08 (a): Landmark or noteworthy cases
Retain until administrative use ceases. Permission from RCB not required for destruction.

C02-08 (b): All other records
Retain 15 years after final action or activity.

C02-09: Property Settlements and Judgments Payment Records

Retain 20 years.

Documents payment of monies owed due to settlements or judgments. Includes payment support documents and related correspondence.

C02-10: Minority/Women/Disadvantaged Business Certification Records

See sub-schedules for specific retention periods.

Documents the application and subsequent certification activity of a minority, woman/and/or a disadvantaged-owned business relating to bidding for state and federally funded projects. Includes applications, supporting documentation, personal taxes and financial information, field notes and certification specialist reports, initial determinations, hearing notes, final determinations, decertifications, withdrawals, and related SOMWBA/business correspondence.

C02-10 (a): Certification Logs and Summaries
Permanent.

C02-10 (b): Denied or decertified businesses
Retain 6 years.

C02-10 (c): Certification documentation
Retain 6 years after inactive.

C03: Construction - Planning

See sub-schedules for specific retention periods.

C03-01: Master Plan for Development Records

See sub-schedules for specific retention periods.

Overall plan for development of state property to be disposed of; amendments to plan, approvals by citizens' advisory committee, reuse committee or other local entity as required by applicable laws.

C03-01 (a): Final adopted plan
Permanent.

C03-01 (b): All other records
Retain 10 years after last action.

C03-02: Capital Projects Planning Records

See sub-schedules for specific retention periods.

Documents efforts to determine agency capital facility needs to assist in making budget requests, and overall planning needs.

C03-02 (a): Summary reports and substantive correspondence
Permanent.

C03-02 (b): All other records
Retain 10 years.

Facilities, Transportation and Construction

C04-02 (e): Bid process advertisements and procedures documentation
6 years after final acceptance of project or 10 years after final acceptance for
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Includes contractor

Retain
& H Q W U D O

C05-01 (j): Public relations records

Review by the Archives 6 years after final project acceptance or abandonment.

C05-01 (k): All other records

Retain 6 years after final project acceptance or abandonment.

C05-01 (l): Materials testing samples

Retain representative sample for projects involving dams, tunnels, and bridges for the life of the structure; otherwise discard after project acceptance.

C05-01 (m): Environmental monitoring and reporting records

Review by the Archives 6 years after final acceptance to identify unique documentation not held as permanent elsewhere.

C05-02: Construction Project Planning and Engineering Records

Review by the Archives 6 years after final acceptance.

Documents state engineers' role in the execution of construction projects. Includes plans, plan reviews, issues documentation, reports, and related correspondence.

C05-03: Construction Project Cost Oversight Records

Retain 3 years.

Documents reports required of state facilities spending funds transferred to them by DCAM in order to monitor project costs. Includes user agency request letters, Commissioner's letter of transfer, Master Oversight reports at commencement and completion, and quarterly updates.

C05-04: Construction Project Cost Accounting Records

See sub-schedules for specific retention periods.

Documents the fiscal account tracking and reconciliation of all phases of individual construction projects. Includes proposals, payment documents, monthly expense reports, control sheets, detailed ledger listings, financial status reports, owner controlled insurance program, and related correspondence.

C05-04 (a): Central Artery/Tunnel records

Retain 10 years after final project acceptance.

C05-04 (b): Owner controlled insurance program

Retain 6 years after final project acceptance.

C05-04 (c): All other records

Retain 6 years after final project acceptance.

C05-04 (d): Passenger facility charge

Retain 30 years.

C05-05: Facility Memorials and Dedications Records

Permanent.

Documents records created as a result of naming a facility after an individual.

C05-06: Building Plans and Specifications Records

See sub-schedules for specific retention periods.

Documents facility or building plans and diagrams of structure or internal systems. Includes plans, diagrams, schematics, specifications, and related correspondence. Provides a record of construction plans and drawings of state facilities and building for the use of facilities staff in daily monitoring, maintenance and upkeep.

C05-06 (a): As-built drawing set or best available copies

As-built drawing set or best available copies of plans, drawings and specifications: Permanent (where not held as permanent elsewhere).

C05-06 (b): Shop drawings

Retain 6 years after project completion.

C05-06 (c): Facilities management set

C07-09 (a): Land records
Permanent.

C07-09 (b): All other records
Retain 10 years after close of final agreement.

C07-10: Real Property Vital Records
Permanent.

Documents important land documents such as deeds, land disposition agreements, easements, title certifications, and similar documents relating to land acquired by the Commonwealth or to the disposition of state land with the grantee having continuing obligations.

C07-11: State Property for Sale Inquiries Records
Retain 3 years.

Documents routine inquiries into the availability of state land for sale initiated outside the process in 7 MGL.

C07-12: State Agency Lease Proposal Records
Retain 3 years.

Documents agencies proposals for leases as reviewed by DCAM.

C07-13: State Agency Lease Procurement Records
Retain 6 years after expiration of lease.

Documents leases procured on the behalf of user agencies. Includes lease and all amendments, beneficial interest disclosure statements, certificates of tax compliance, estoppels, subordination agreements, change of ownerships, and related correspondence.

C07-14: State Property Access License Records
Retain 10 years after expiration of license.

Documents licenses issued in order to provide access to state property for a limited time period.

C07-15: Land Title Examiner Reference Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents indexes and lists created as a convenience for title examiners and the public. Includes grantor/grantee indexes, lien indexes, bankruptcy lists, and other sources.

C07-16: Land Registration Records
Permanent.

Documents the recording and registering of documents with the Registry of Deeds relating to land ownership. Includes deeds, mortgages, subdivision rules and regulations, executions, depositions, and plans relating to registered land.

C07-17: Land Survey Records
Permanent.

Documents land surveys undertaken by the state.

C08: Transportation Management

See sub-schedules for specific retention periods.

C08-01: Certificate Files (A&B) Truck or Bus

Retain 3 years after revocation, denial, cancellation or superseded.

Documents the certification of commercial vehicles not limited to specific values, towers etc. Materials must be held beyond the life of the company, per MGL c. 159 A&B. These files include core documents: Original Applications, Certificate Transfer Certification, Amendments, Approval of Sale, and Memorandum. Included is Correspondence regarding Sales or Transfers and Transcripts of Hearings.

Facilities, Transportation and Construction

C08-02: Interstate License Certification Files

Retain 3 years after cancellation or superseded.

Certification records carries use by carriers engaging in interstate trade. These include

D01: Accounting records

See sub-schedules for specific retention periods.

D01-01: Independent Accounting/Payroll System Records

See sub-schedules for specific retention periods.

Documents the records of fiscal accounting systems that do not post individual line-item transactions to the State Comptroller's Fiscal Systems. Includes account ledgers and registers, year-end reports, encumbrance and balance reports, fiscal transaction payment support materials, payroll registers, cash accounting records, and related correspondence.

D01-01 (a): General ledgers (year-end final closing) reports.

Permanent.

D01-01 (b): Payroll registers (year end)

Retain 75 years.

D01-01 (c): Primary copies of payment support documentation and transaction post L Q J V Retain 6 years.

D01-01 (d): Lockbox or service providers' records.

Retain 6 years.

D01-01 (e): Secondary copies of payment support documentation.

Retain 3 years.

D01-02: Grant and Contract Cost Accounting Records

Retain 6 years after last payment.

Documents the fiscal accounting of grants and contracts monies in compliance with federal, state, or private contractual guidelines and reporting requirements. Includes budget plan, account set-up and changes documents, encumbrance and payment backup supporting documentation, matching fund documents, procurement documentation, monthly expense reports, time and effort reports, invoices and related correspondence.

D01-03: Contract and Agreement Negotiation Records

See sub-schedules for specific retention periods.

Documents the process to enter into a contract or agreement, or understanding. Includes background support materials, drafts, memos, letters, and related correspondence.

D01-03 (a): Finalized contracts and agreements

Retain 6 years following contract expiration.

Documents the process to enter into a contract or agreement, or understanding. Includes background support materials, drafts, memos, letters, and related correspondence.

D01-03 (b): All other records

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

D01-04: Grant and Contract Administration Records

See sub-schedules for specific retention periods.

Documents all phases of the administration of federal and other grants, contracts, sponsored research projects, and agreements from negotiation to final performance such as grants-in-aid, state contracted services, and vendor contracts. Includes negotiation issues documentation, memos of understanding, agreements, contracts, amendments, terms and conditions, budget proposals, and related correspondence.

Fiscal

D01-04 (b): Summary records.
Permanent.

D01-04 (c): All other records
Retain 6 years after contract final payment or end of litigation, whichever is later.

D01-05: Grant Development and Proposal Records
See sub-schedules for specific retention periods.

Documents efforts to develop and submit grant proposals for outside funding. Includes discussion notes, lists of potential topics, sample grant proposals from outside agencies, secondary copies of rejected and accepted grants proposals, and related correspondence.

D01-05 (a): Summary planning documents and proposals that reflect the direction of I W K H D J H Q P
Permanent.

D01-05 (b): Unfunded grants.
Retain 3 years.

D01-05 (c): All other records.
Retain until administrative use ceases. Permission from RCB not required for destruction.

D01-06: Grant Program Records: Establishment and Policy documentation.
Permanent.

Documents the administration of programs to grant funds (including federal funds), or aid to individuals, institutions, the community, or agencies based on predetermined qualifications and subsequent review.

D01-07: Routine Accounting Records
Retain 3 years.

Documents the general administration and reconciliation of agency account expenditures and receipts as posted to the State Comptroller's systems and accounts. Includes small purchases that are not grants or contracts.

D01-08: Bank and Cash Records
Retain 3 years.

Documents the handling of any cash transactions, including receipt and deposit of funds posted to the state Comptroller's systems and accounts. Includes receipt journals, cancelled checks, balance books, receipts, bank deposit slips and wire transfers and reports and related correspondence.

D01-09: Revenues and Sales Records
Retain 3 years.

Documents the billing and receipt of unit revenues for services such as permit and license applications, and ticket sales as posted to the State Comptroller's systems and accounts. Also documents the handling of any sales or other transactions where cash is received or disbursed. Includes applications, aavreceived or

Establishment and 4 T* (dis0 Tf 0 toof]n0imjsyste7 1 Tfrssystems and accounts. Includes receipt journals, c
Retain 3 years.

posted to the state Comptroller's systems and accounts. Includes receipt journals, c
posted to the state Comptroller's systems and accounts. Includes receipt journals, c

D01-11: Claims and Disbursements Records

See sub-schedules for specific retention periods.

Documents payment claims made or received as part of an agency's programs and functions as posted to the State Comptroller's systems and accounts. Includes claims, invoices, purchase orders, financial reports, account reconciliation documentation, payment support materials, and related correspondence.

D01-11 (a): Claims and disbursement documentation involving contracted funds.

Retain 6 years after contract closes and after final payment, unless a longer period is specified in the contract.

D01-11 (b): All other records.

Retain 3 years.

Fiscal

D02-01: Fiscal Planning, Reports, and Surveys Records

See sub-schedules for specific retention periods.

Documents the planning, review and reporting of an agency's fiscal operations. Includes spreadsheets, background materials, calculations, salary surveys, plans, reports, spreadsheets, and related correspondence.

D02-01 (a): Primary copies of final summary plans, studies and reports.
Retain until administrative use ceases. Permission from RCB not required for destruction.

D02-01 (b): All other records.
Retain until administrative use ceases. Permission from RCB not required for destruction.

D02-02: Capital Improvement Plan Records

See sub-schedules for specific retention periods.

Documents major capital expenditure and project planning. Includes background support materials and reports, working papers and notes, and related correspondence.

D02-02 (a): Final plan and substantive support materials.
Permanent.

D02-02 (b): All other records.
Retain until administrative use ceases. Permission from RCB not required for destruction.

D02-03: Budget Preparation and Monitoring Records

See sub-schedules for specific retention periods.

Documents the process to develop, estimate, propose, and monitor the yearly budget for the agency. Includes budget guidelines, work papers, spreadsheets, internal analysis sheets, distribution reports, estimates and projections, expense summaries, variance reports, final budget requests, budget submission letters, and related correspondence.

D02-03 (a): Agency's primary copy of budget guidelines and submission letters.
Permanent.

D02-03 (b): All other records.
Retain until administrative use ceases. Permission from RCB not required for destruction.

D02-04: Fiscal Audit Records

See sub-schedules for specific retention periods.

D02-06: Fund Development Records

Permanent.

Documents efforts to develop additional or supplemental funding for agency programs. Includes discussion notes, lists of potential topics, sample proposals from outside agencies, secondary copies of rejected and accepted proposals, planning documentation, and related correspondence.

D02-06 (a): Summary planning documents and proposals that reflect the direction of I W K H D J H Q P Permanent.

D02-06 (b): All other records

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

D02-07: Fiscal Systems Internal Control Records

See sub-schedules for specific retention periods.

Documents the internal monitoring and control of fiscal systems pursuant to 647 MGL. Includes background support documentation, evaluation review notes, policy and procedure documentation, and related correspondence.

D02-07 (a): Policy and procedure documentation and substantive correspondence. Retain for the life of the system.

D02-07 (b): All other records.

Retain 6 years.

D03: Grant and Aid records

D03-01: State Municipal Funding Records

Retain 6 years.

Documents payments of local aid to municipalities. Includes budget analysis, applications, budget allotments, and related correspondence.

D03-02: State Economic or Development Grants Records

Retain 6 years after close of grant.

Documents aid given to programs to promote economic or other development in communities and the state. Includes applications, evaluations, grant materials, and related correspondence.

D04: Payroll records

See sub-schedules for specific retention periods.

D04-01: Travel Expense Records

Retain 3 years.

Documents travel expenses of staff as posted to State Comptroller's systems. Includes receipts, credit card statements, travel authorizations, mileage logs, and related correspondence.

D04-02: Payroll and Benefits Case Files

See sub-schedules for specific retention periods.

Payroll registers (year-end) showing pay-stub detail for individual employees or other documentation sufficient to document employee creditable prior service. Documents pay histories of employees. Includes deductions, credits due, benefits and insurance enrollments, and any other materials affecting employee pay.

D04-02 (a): Payroll registers (year-end)

Retain 75 years.

D04-02 (b): All other records.

Retain 6 years after separation of employee.

Fiscal

D04-03: Time and Attendance Records

See sub-schedules for specific retention periods.

Documents actual hours worked by unit employees and types and amounts of leave taken. Includes time sheets, time cards, attendance forms, absence reports, leave reports, and related correspondence.

D04-03 (a): Fiscal/Payroll Office records.

Retain 6 years.

D04-03 (b): Originating office records.

Retain 3 years if records contain unique documentation that is not forwarded to the Payroll Office such as original signatures; otherwise retain until administrative use ceases.

D04-04: W-2s

Retain 3 years.

Documents employee earnings for tax reporting purposes. Includes W-2 forms and attachments.

D04-05: Payroll Administration Records

Retain 6 years.

Documents the daily routine administration and reporting of payroll related matters. Includes years. 1 pclu.r/4ards,mp

E01: Program Administration records

See sub-schedules for specific retention periods.

E01-01: Human Resources Programs Records

See sub-schedules for specific retention periods.

Documents programs sponsored by Human Resources such as orientation, wellness, and training. Includes program handouts and literature, attendance lists, reports, evaluations, employee newsletters and related correspondence.

E01-01 (a): Program documentation and materials

Permanent

E01-01 (b): All other records

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

E01-02: Employee Awards and Recognition Records

See sub-schedules for specific retention periods.

Documents awards given to employees. Includes award description, qualification materials, and related correspondence.

E01-02 (a): Summary documentation

Permanent

E01-02 (b): All other records

Retain 6 years after employee separation.

E01-03: Agency Telephone Directories and Staff Listings

Permanent

Provides a listing of staff and organizational units of an agency.

E02: Recruitment and Hiring records

See sub-schedules for specific retention periods.

E02-01: Recommendation letters

Retain 3 years.

Documents letters sent out regarding employees or past employees. Includes letters or recommendation and other correspondence.

E02-02: Unsolicited Job Applications

When files, retain 1 year; otherwise, discard.

Documents unsolicited requests for employment with the agency. Includes vitae, letters of application, and related correspondence.

E02-03: Recruitment and Hiring Records

See sub-schedules for specific retention periods.

Documents the process to hire new employees. Includes job postings, eligibility lists, job descriptions, job applications, resumes, interview notes, letters of recommendation, exam and test results, approvals to hire, and related correspondence.

E02-03 (a): Position searches

Retain 3 years after hiring process is closed.

E02-04: Job Position Administration Records

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

Provides a record and/or history of position descriptions and functions, compensation rate charts, position advertisement formats, classifications, and related correspondence.

Personnel

E02-05: Employment Eligibility Verification (I-9) Records

Retain 3 years after date of hire or 1 year after employment is terminated, whichever

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ODWHRUF XPH QW Migration and naturalization requirements for work in the United States in compliance with the Immigration Reform and Control Act of 1986. Includes I-9 forms and related correspondence.

E03: Affirmative Action and Equal Employment Opportunity

E03-05 (b): All other records

Retain 3 years or until administrative use ceases, whichever is longer.

E04: Employee records

See sub-schedules for specific retention periods.

E04-01: Employee Confidentiality Statements

Retain 3 years after inactive.

Consists of agreements signed by employees indicating that they will comply with the confidentiality standards of the agency

E04-02: Employee Web Browsing Authorizations

See sub-schedules for specific retention periods.

Documents the authorization of employees to be connected to and to use the internet and the WEB for state work.

E04-02 (a): Department of Mental Health
6 years

E04-02 (b): All other agencies
Retain 3 years after inactive.

E04-03: Employee ID Card Records

See sub-schedules for specific retention periods.

Documents the process to produce ID cards for employees. Includes intake information, card production dates, and related correspondence.

E04-03 (a): Department of Mental Health
6 years.

E04-03 (b): All other agencies
Retain data and records until card expires or is voided.

E04-04: Employee Contact Information Records

Retain during period of employment.

Consists of employee contact information cards or forms and employee emergency contact forms.

E04-05: Employee Personnel Case Files

See sub-schedules for specific retention periods.

Documents individual employee work histories. Includes job application forms, resumes, job offer and acceptance letters, personnel appointment and change forms, awards and commendations, performance reviews, and related correspondence. Information needed to calculate creditable prior service time, i.e. dates of service, rates of pay, payroll action dates and summaries, and annual salary along with identifying information such as name and social security number and date of birth.

E04-05 (a): Information needed to calculate creditable prior service time
Retain 50 years after separation.

E04-05 (b): Records relating to persons under medical surveillance or who are
awar G H G Z R U N H U V F R P S H Q V A D W O L Y B a C after separation.

E04-05 (c): Supervisor or Departmental copy of personnel file
Retain 6 years after separation.

E04-05 (d): All other records
Retain 6 years after separation unless stipulated as shorter in any applicable bargaining unit contracts or agreements.

E04-06: Employee Medical and Personal Records

See sub-schedules for specific retention periods.

Documents medical and personal materials of an employee. Includes affirmative action data, disabilities documentation, health related insurance claims, accident and safety reports, medical leave documents, medical (exposure) surveillance documents, employee ADA accommodation.

E04-06 (a): Medical records related to exposure to hazardous substances
Retain 30 years from separation.

E04-06 (b): Workers compensation awarded claims
Retain 30 years from separation.

E04-06 (c): All other records
Retain 6 years from separation.

E04-07: Employee History Cards

See sub-schedules for specific retention periods.

Provides summary information on the employment history of individual employees.

Information includes employees name, social security number, job title, dates of service, rate of pay, and any changes affecting employment.

E04-07 (a): Records dating before 1950
Permanent

E04-07 (b): Records dating after 1950
Review by the Archives 6 years after employee separation.

E04-08: Employee Training and Certification Records

See sub-schedules for specific retention periods.

Documents the training of staff in compliance with state laws or agency rules and regulations. Includes training program materials, session schedules, attendance reports, continuing education documentation, in-service documentation, certification lists and documents, and related correspondence.

E04-08 (a): If filed separately from personnel file
Retain 10 years.

E04-08 (b): If filed in personnel file
Retain as long as personnel file is kept.

E04-09: Intern and Volunteer Records

Retain 6 years after separation.

Documents individual volunteer and intern involvement with agency. Includes resumes, applications, agreements, work plans, and related correspondence.

E04-10: Victims of Abusive Behavior Leave Records

See sub-schedules for specific retention periods.

Documents employer's determination regarding granting of leave under M.G.L. c. 149, section 52E to an employee who is or whose family members are victims of abusive behavior resulting in the employee's absence from work.

E04-10 (a): Documentation provided by employee
Documentation provided by employee as required under the statute: Retain until determination made as to whether employee is eligible for leave.

E04-10 (b): All other records
Retain 6 years after employee separation.

E05: Personnel Actions records

See sub-schedules for specific retention periods.

E05-01: Employee Complaint/Investigation/Disciplinary Records

Retain 6 years after last activity.

Documents informal or formal investigations into alleged employee misconduct. Includes complaints, notes, statements, and determinations and record of actions taken.

E05-02: Employee Grievance/Complaint Records

Permanent

Documents work related complaints from non-union employees and grievances from union employees relating to their job environment. Includes complaints, grievances, hearing notices, arbitration findings, meeting notes, dispositions, and related correspondence.

E05-02 (a): Landmark cases

Permanent

E05-02 (b): Case summaries and final decisions

25 years

E05-02 (c): All other records

Retain 6 years final resolution.

E05-03: Personnel Action Records

See sub-schedules for specific retention periods.

Documents individual or class actions relating to reclassifications, promotions, demotions, transfers, layoffs, reductions-in-force, severance agreements, and terminations. Includes justification documentation, working notes, requests, employee notifications and responses, appeals, and related correspondence.

E05-03 (a): Landmark or policy setting cases

Permanent

E05-03 (b): Case summaries and final decisions

Permanent

E05-03 (c): All other records

Retain 6 years final resolution.

E06: Accident and Injury

See sub-schedules for specific retention periods.

E06-01: Employee Illness and Injury Records

See sub-schedules for specific retention periods.

Documents state employee work-related accidents and injuries. Includes accident report forms, incident reports, doctor's reports, logs and summary reports, and related correspondence.

E06-01 (a): Occupational Illness and Injury Logs

Retain 75 years.

E06-01 (b): All other records

Retain 6 years.

F01: Administrative records

See sub-schedules for specific retention periods.

F01-01: Blank Forms Stock

See sub-schedules for specific retention periods.

Consists of blank forms. Form types include business forms, letterhead, phone slip tablets, and card stock.

F01-01 (a): Hardcopy master set of current and superseded forms. Permanent.

F01-01 (b): All other materials. Retain until administrative use ceases. Permission from RCB not required for destruction.

F01-02: Publication Stock

Create and follow a diminishing inventory schedule by publication title and publication date, stored by an agency. Publications include books, journals, catalogs, brochures, flyers, posters, business cards, and other stand-alone items.

F01-03: Returned Mail

See sub-schedules for specific retention periods.

Consists of official business notifications or other mailings that were undeliverable and returned to the agency where the agency may need to account for the mailed documents.

F01-03 (a): Records that need to be accounted for. Retain 1 year unless otherwise specified by statute.

F01-03 (b): All other records. Retain until administrative use ceases. Permission from RCB not required for destruction.

F01-04: Dead Letter File

Retain until administrative use ceases. Permission from RCB not required for destruction. Consists of incoming mail that cannot be acted upon due to insufficient information such as lack of a return address or sender name. Permission from RCB not required for destruction.

F01-05: Unused Permits, Certificates, Decals, and Stickers

See sub-schedules for specific retention periods.

Consists of blank copies of damaged, returned, unsold, voided, or otherwise unused copies of permits, licenses, certificates, decals, stickers, stamps, tickets, or checks that will not be used, but that need to be accounted for.

F01-05 (a): Unused Permits, Certificates, Decals, and Stickers. Destroy immediately after audit unless otherwise specified by statute.

F01-05 (b): Audit and destruction documentation. Retain 10 years.

F01-06: Damaged/Contaminated Files

Damaged materials: Contact the Archives for an assessment of damages, possible...

F01-07: Old Records

See sub-schedules for specific retention periods.

Consists of old state records that have been abandoned, stored without records disposition schedules, or otherwise neglected.

Information and Records Management

F01-07 (a): Older than 1870.

Records older than 1870 must be retained permanently by statute.

F01-07 (b): Records older than 50 years.

Review by the Archives to determine if the materials have historical value.

F02: Reference records

F02-01: Reference and Resource Material

Retain until administrative use ceases. Permission from RCB not required for destruction. Consists of general library-type reference materials collected from sources outside of the agency. Includes reference manuals, directories, catalogs, books, articles, and other items.

F02-02: Systems Manuals and Technical Reference Materials

Retain until administrative use ceases. Permission from RCB not required for destruction. Consists of reference manuals for computer hardware and computer applications.

F02-03: Referral Resource Files

Retain until administrative use ceases. Permission from RCB not required for destruction. Consists of alternative sources of information related to an agencies functions and programs maintained for the purposes of referral.

F03: Facilitative records

See sub-schedules for specific retention periods.

F03-01: Information Routing and Tracking Records

See sub-schedules for specific retention periods.

Where these materials relate to decision or policy making files or files of a legal or regulatory nature, that are required as an audit trail, or other substantive nature: Documents the routing and tracking of documents, reports, mail, and messages inside or outside the unit for facilitative purposes. Includes telephone message slips, tracking logs, routing slips, fax cover sheets, post-it cover slips and instructions, email cover messages, mailing lists, postal receipts, information accompanying checks for routing purposes, and other related materials.

F03-01 (a): Related to files that require an audit trail.

Retain according to the retention period for record series of the file.

F03-01 (b): Related to all other files.

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

F03-02: Transaction Transmission Receipts

Retain until administrative use ceases. Permission from RCB not required for destruction. Provides a quick reference or visual check that confirms that information or data has been successfully received, transferred or otherwise handled. Includes transaction receipts, slips, or reports.

F03-03: Drafts and Notes

See sub-schedules for specific retention periods.

Substantive materials that add to an understanding of the work done, the thought process or intent of the subjects covered, or that show the process by which conclusions were drawn; Consists of drafts and notes relating to agency business.

F03-03 (a): Substantive materials

Retain according to the retention period of the related record series. For example: drafts of policy, legislation, decision-making, legal opinions, and executive level notes may be of historical value to be retained permanently.

Information and Records Management

F03-03 (b): Non-substantive materials

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

F03-04: Document Composition Materials

Retain until administrative use ceases. Permission from RCB not required for destruction. Materials such as random notes, preliminary, and copy edit drafts that do not add significantly to an understanding of the file: Consists of materials created during the process to draw-up, design, or develop layouts for individual documents such as memos, letters, reports, plans, and publications. Includes informal notes, shorthand, sketches, worksheets, outlines, design and layout trial sheets, and rough drafts.

F03-05: Stenographers Notes

See sub-schedules for specific retention periods.

Consists of shorthand or typed notes taken by a stenographer at hearings, court proceedings, or meetings from which written transcriptions will be made.

F03-05 (a): For legal proceedings, official boards and commissions and committee nRWHV Retain 1 year and after transcribed.

F03-05 (b): All other records

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

F04: Media and Formats

See sub-schedules for specific retention periods.

F04-01: Electronic Records

Electronic records created, used, or filed for the purposes of agency business are public record as defined by 4 MGL 7(26). No additional paper or other hardcopy or eye-readable copy need be kept except where specifically required by statute, Supervisor of Public Records Bulletin, or agency legal counsel.

F04-01 (a): Electronic Publications

Contact the State Librarian for procedures and formats necessary for the transmission of the electronic data.

F04-01 (b): Electronic Archival Records

Information and Records Management

F04-03: Audio-Visual Tape or Digital Recordings

See sub-schedules for specific retention periods.

Consists of agency program data captured as sound or moving images. Includes intake or dispatch telephone call recordings, digital messaging system messages, security video tapes, hearing testimony tapes, investigators audio and video tapes, special projects videos, meeting minutes and proceedings recordings, or other digital renderings.

F04-03 (a): Security and surveillance tapes.

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

F04-03 (b): Dispatch, digital messaging, program intake tapes.

Retain 1 year and surveillance messages - 42.18 ref B7C messaging, program intake tapes.

Information and Records Management

F05-02: Systems Maintenance, Monitoring, and Testing Records

Retain 3 years.

Consists of various computer output reports and procedures, which serve as tools for diagnostic, comparative, or retrospective analysis of systems integrity, performance, and use. The reports are used to monitor changes that may be indicators of potential, developing, or actual conditions warranting corrective actions. Includes report planning and design notes, report programming documentation, reports, report production cycle schedules, and related correspondence.

F05-03: Website Documentation Records

See sub-schedules for specific retention periods.

Documents the design, construction, and use of agency websites. Includes general description of purpose of the site, descriptions of major features and sections, diagrams and descriptive lists of links, description of data sources, screen dumps of major pages, Webpage electronic snapshots, and related correspondence.

F05-03 (a): Summary documentation.

Permanent.

F05-03 (b): All other records.

Retain until superseded.

F05-04: Systems Documentation Records

Retain for the life of the system or while related machine readable records exist unless another

~~WPFD~~/~~WRU~~ ~~OWR~~/~~FR~~/~~DWLR~~/~~CRU~~ all aspects of systems hardware, software, and systems use. Includes flow charts, layouts, schematics, network diagrams, data structure trees, database field definitions and p5 (structure 6cr.oesfing 2base)Tj/C23 10.9Tf13948 0 T

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F05-08 (b): All other records.

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

F06: System Operations records

See sub-schedules for specific retention periods.

F06-01: Records Management Records

Permanent.

Documents the storage, retrieval, and final disposition of agency records whether these are on-site, in the records center, or in the archives. Includes box storage transmittal forms, file and box inventory lists, retrieval requests and notes, records center delivery manifests, Records Conservation Board approved disposal schedules (RCB-1), RCB transfer and destruction approvals (RCB 2, 2T), electronic records deletion reports, and related correspondence.

F06-01 (a): Records disposal schedule.

Permanent.

F06-01 (b): Records disposal schedule case files.

Retain until disposal schedule is superseded.

F06-01 (c): Archival transfer documentation.

Permanent.

F06-01 (d): Record inventories and surveys.

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

F06-01 (e): Records Conservation Board copies of destruction documentation.

Permanent.

F06-01 (f): Agency copies of destruction documentation.

Retain 10 years.

F06-01 (g): All other records.

Retain 3 years.

F06-02: Systems Data Deletion Records

Retain 10 years.

Documents the deletion of electronic records and data from systems in compliance with 30 MGL 42. Includes deletion policy and procedures, approved Applications for Destruction (RCB-2), deletion reports (scratch reports), deletion audit trail, and related correspondence.

F06-03: System Job Order (Run) Records

Retain 3 years.

Documents jobs to create and run reports for agency offices. Includes job logs and schedules, work orders, payment documentation, job run source code, transaction logs, and related correspondence.

F06-04: Systems Intermediate Work Files Records

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

Consists of facilitative data, code, notes, and reports created during information transfers, batch processing, data input/scanning, file maintenance, and running of routine procedures and processes.

F06-05: Systems Use Reports

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

Consists of reports documenting computer use for fiscal and administrative planning or cost recovery purposes including internet use and website activity.

Information and Records Management

F06-06: System Audit Trail Records

Retain while any related business data are retained in the system or on backup media.

Documents the monitoring of system use and activities to ensure the integrity and reliability of data, and to determine system user needs. Data includes information on log-ins, log-offs, edit dates, and related audit data fields.

F06-06 (a): Substantive audit trail information.

Retain while any related business data are retained in the system or on backup media.

F06-06 (b): All other records

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

F06-06 (c): Department of Mental Health.

Retain 6 years.

F06-07: Systems Security Records

Retain for the life of the system or while related machine-readable records exist if necessary to KOS

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~~R~~~~F~~~~R~~~~S~~~~B~~~~I~~~~V~~~~R~~~~O~~~~R~~~~M~~

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from damage, intrusion, or loss. Includes monitoring

programs and physical preventative structure designplans, and related correspondence.

F06-08: Data Processing, Verification, and Monitoring Records

See sub-schedules for specific retention periods.

Information and data that can be used to document that proper procedures and control methods are established and are being followed consistently over a period of time: Documents the activities done to process, verify, and monitor data captured or utilized by electronic, microfilm, or other record-keeping systems. Includes processors' work and shift schedules; information tracking and routing logs; batch control and error reports, file maintenance and monitoring reports and code, document quality control reports, data kept solely for quality assurance purposes, and related correspondence.

F06-08 (a): Substantive records.

Retain 3 years.

F06-08 (b): All other records.

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

F06-09: Systems Training Records

Retain 3 years.

Documents the training of employees relating to their work with agency information systems. Includes training materials and descriptions, session attendance records, and related correspondence.

F07: System Data records

See sub-schedules for specific retention periods.

F07-01: Data Source Records

Retain source documents until data capture is verified on the electronic record-keeping

~~W~~~~P~~ ~~R~~~~D~~~~M~~~~W~~~~b~~ of original data source materials such as data input forms, records received from outside sources on non-standard or transitional formats, media, or software, or any other newly acquired materials that are scheduled to be reformatted and/or captured in a uniform manner by the agency's micrographic or electronic record-keeping system.

F07-03: Voice Mail Correspondence Files

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

Consists of information and communications sent or received by individuals connected to voice messaging systems. Records include transmission messages.

Information and Records Management

F07-04: Information Finding Aids, Indexes, and Lists

See sub-schedules for specific retention periods.

Consists of indexes, logs, lists and other control access to information, documents, and materials held by the unit.

F07-04 (a): Superseded copies.

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

F07-04 (b): All other records.

Retain as long as related records exist.

F07-05: Database Content Records

Retain based on the appropriate record series retention period as determined by the content ~~DO~~WLRQ RIWK~~WD~~ ~~RQWR~~RIWK~~EM~~ data input or otherwise captured by database applications.

F07-06: Website Content Records

See sub-schedules for specific retention periods.

Documents the posting of program business on websites. Includes public announcements, publications, policy, and other items.

F07-06 (a): Official public announcements and notifications.

Retain 3 years.

F07-06 (b): Contract related matters.

Retain 6 years from contract close.

F07-06 (c): Publications

Permanent.

F07-06 (d): All other web content.

Retain based on the appropriate record series retention period as determined by the content and function of the data.

F07-07: Legacy Data Records

Retain data based on applicable record series. Where record series is unidentified such as for a ~~DO~~WLRQ ~~RIWK~~~~WD~~ ~~RQWR~~PLWER~~WR~~WK~~SKL~~WR~~W~~BL~~SR~~W~~LRQ~~

B06-01: Attorney General Review Records

Retain 3 years.

Documents the Attorney General's review of certain matters and the decisions whether or not to approve, oppose, or take any further action. Includes: Outside Legal Services contracts submitted to the Attorney General for approval, consisting of copies of contracts, substantive support materials, and related correspondence; Petitions for Reinstatement filed on behalf of disciplined attorneys sent by the Board of Bar Overseers, consisting of copies of petitions, substantive support materials, and related correspondence; Offers in Final Settlement of Taxes sent by the Department of Revenue, Taxpayer Service Division, consisting of copies of proposed agreements, substantive support materials, and related correspondence; Class Action Fairness Act (CAFA) notices sent by defendants who propose federal class action settlements, consisting of copies of settlement agreements, substantive support materials, and related correspondence.

B06-02: Special Assistant Attorney General (SAAG) Records

Retain 10 years from date appointment was vacated.

Documents the appointment of non-AGO (private or agency) attorneys by the Attorney General to serve as Special Assistant Attorneys General.

B06-03: Attorney General Conflict of Interest Disclosures

Retain for term of employment.

Documents disclosures by state employees as required by M.G.L. c. 268A.

B06-04: Attorney General Opinion Records

Permanent.

Documents the Attorney General's role in the process to develop, request, respond to, or present opinions on legal matters directly relating to the office's programs or functions. Includes request and opinion, background and research materials, and related correspondence.

B06-05: Attorney General Initiative Petition Review Records

See sub-schedules for specific retention periods.

Documents the Attorney General's review of initiative petitions to be included on the ballot to see that they apply to the constitution. Includes copies of petitions, press releases, comments, and letters of certification.

B06-05 (a): Landmark or Noteworthy Opinions

Review by the Attorney General's Office and the Archives after 6 years.

B06-05 (b): All Other Records

Retain 6 years.

B06-06: General Obligation Bond Records

See sub-schedules for specific retention periods.

Documents bond offerings of the Commonwealth. Includes all legal papers connected to the offerings of General Obligation Bonds.

B06-06 (a): Attorney General Summaries

Permanent.

B06-06 (b): All Other Records

Retain 6 years after last activity.

B06-07: Attorney General Inauguration Records

Permanent.

Documents completion of the election process and the taking of office. Includes memos, correspondence, copies of speeches, daily schedule of events, guest lists, letters of congratulations from government officials, citizens' inaugural addresses, and other related materials.

B06-08: Open Meeting Law Investigation Records

See sub-schedules for specific retention periods.

Documents the monitoring of the state Open Meeting Law by the Attorney General. Includes complaints, case file information, final outcomes and determinations, letter rulings, advisory opinions, and substantive support materials.

B06-08 (a): Final Determination Letters, Letter Rulings, and Advisory Opinions
Permanent.

B06-08 (b): All Other Records
Retain 3 years.

B06-09: Public Records Referrals from Supervisor of Public Records

See sub-schedules for specific retention periods.

Documents the referral of public records appeals received by the Attorney General from the Supervisor of Public Records. Includes referral for enforcement letters, case file information, and final outcomes and determinations, and substantive support materials.

B06-09 (a): Final Determination Letters
Permanent.

B06-09 (b): All Other Records
Retain 3 years.

B06-10: Attorney General Litigation Files

See sub-schedules for specific retention periods.

Documents the preparation and litigation of cases on the behalf of the state by the office of the Attorney General. Includes case-related materials, pleadings, legal research, correspondence, and other support materials. This record series includes pre-litigation cases.

B06-10 (a): Unprosecuted Cases
Retain 6 years after final action.

B06-10 (b): Landmark, Policy Setting or Otherwise Noteworthy Cases
Permanent.

B06-10 (c): Criminal Cases
Retain 35 years after final action.

B06-10 (d): Medicaid, Insurance, or Unemployment Fraud Cases
Retain 25 years after final action.

B06-10 (e): Litigation involving fatalities
Retain 25 years after final action.

B06-10 (f): Civil cases
Retain 20 years after final action.

B06-10 (g): Civil Citations, Division of Administrative Law Appeals (DALA) Landmark, Policy

B06-11: District Attorney Case Files

See sub-schedules for specific retention periods.

Documents District Attorney's prosecution of adults, youthful offenders tried as adults, and juveniles for District Courts or the State Supreme Court. Includes attorney work product, briefs and testimony, documentary evidence, court decisions, appeals documentation, and related correspondence.

B06-11 (a): Landmark, policy setting or otherwise noteworthy cases
Permanent.

B06-11 (b): First degree murder cases
Retain 50 years after disposition or last entry.

B06-11 (c): Second degree murder; Manslaughter; Negligent homicide, and Sexual offense
Retain 25 years after disposition.

B06-11 (d): Superior Court files
Retain 25 years after disposition.

B06-11 (e): District Court files
Retain 4 years.

B06-11 (f): Jury of Six Files, Excluding motor vehicle homicide
Retain 4 years after disposition.

B06-11 (g) Disposed non-conviction files
Retain 1 year after disposition.

B06-11 (h): Youthful offender cases
Retain as for adults.

B06-11 (i): Juvenile cases beside Youthful offender cases
Retain 4 years after case closure.

B06-11 (j): Investigatory materials
Retain 10 years after close of investigation.

B06-11 (k): Medical Records
Retain until administrative use ceases. Permission from RCB not required for destruction.
Permission from RCB not required for destruction. Retained for destruction. 2.62 ref 00-37 maintain 1 year
Retain 10 years after closure of case.
Retain as for adults.

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B06-13: Consumer Complaint Investigations

See sub-schedules for specific retention periods.

Documents the review of consumer initiated complaints relating to business practices against businesses and entities dealing in goods or services, including merchants, insurance companies, health care providers, financial institutions, and their employees. Includes complaints, substantive support materials, and related correspondence.

B06-13 (a): Complaint files

Retain 6 years.

B06-13 (b): Complaints for which no further action is taken

Retain 3 years.

B06-14: Non-Profit Organization and Public Charities Filings Records

See sub-schedules for specific retention periods.

Documents the activities of non-profits/public charities required to be registered with the Attorney General's Office. Includes annual financial reports (e.g. PC Forms, Federal Form 990s, audit materials); registration statements; dissolutions; mergers; probate files (e.g. trust instruments, annual accounts, wills, probate court pleadings, filed actions); various other filings and submissions; and substantive support materials, and related correspondence.

B06-14 (a): Landmark, policy setting or otherwise noteworthy cases

Permanently retained. All pleadings and Public o further

B06-18: Victim and Community Service Records

See sub-schedules for specific retention periods.

Documents assistance programs at the Attorney General's Office such as Victim Compensation, Victim Witness Assistance, and community-based programs such as the Safe Neighborhood Initiative. Victim Compensation records include claim information such as crime-related medical bills, lost wages information, and police reports, related correspondence, and other substantive support materials. Victim Witness Assistance records include case notes, resource information, correspondence, and other substantive support materials related to victims and witnesses on Attorney General cases. Community-based program records include investigative and research materials, resource information, related correspondence, and other substantive support materials.

B06-18 (a): Grant or program summary information
Permanent.

B06-18 (b): Victim Compensation files
Retain 50 years.

B06-18 (c): Victim Witness Files
Retain for the period of time of the associated litigation case.

B06-18 (d): All other records
Retain 3 years.

B06-19: Fugitive Renditions Records

See sub-schedules for specific retention periods.

Documents demands for the return of fugitives to and from Massachusetts. Includes jurisdiction documentation, fugitive crime activity information, and related correspondence.

B06-19 (a): Summary logs
Permanent.

B06-19 (b): All other records
Retain 50 years.

B06-20: Usury Notices

Retain 10 years.

Documents notices received by the Attorney General regarding intent by lenders of monies to engage in transactions in excess of 20% interest. Includes identifying data, correspondence, and related information.

B06-21: Notices and Reports sent to Attorney General

See sub-schedules for specific retention periods.

Documents the receipt of copies of notices or reports sent to the Attorney General as required by statute. Includes notices, reports, and other related information and correspondence. Examples: "OUI" notices consisting of inquires made of defendants convicted of operating a motor vehicle under the influence of alcohol as to the establishment at which last served; "Going Out Of Business Sale" notices consisting of the inventories of goods on hand that have been filed with the cities/towns; notices consisting of complaints filed in and judgments entered by the courts under sections 9 or 11 of chapter 93A ("Unfair Business Practices"), and letters sent indicating an intention to sue under those sections; and State Lottery Commission reports consisting of total lottery revenues, prize disbursements, and other expenses.

B06-21 (a): Notices and Reports
Retain 1 year.

B06-21 (b): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

Office of the Attorney General

B06-22: National Association of Attorneys General (NAAG) Amicus Briefs and Sign-Ons

See sub-schedules for specific retention periods.

Documents the Attorney General's decisions whether to sign onto NAAG sponsored briefs. Includes support or opposition letters for legislative or other initiatives, final brief or resultant document, inter- and intra-office memoranda, and related information and correspondence.

B06-22 (a): Final copies of amicus briefs

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

B06-23: By-Law and Charter Submissions

See sub-schedules for specific retention periods.

Documents requests for approval of by-laws adopted by the towns before the by-laws take effect and requests by cities and towns for approval of charters or charter amendments. For each submission, includes copies of proposed by-law or charter, report of charter commission where applicable, town meeting vote where applicable, request for approval, and all related information and correspondence. Where issued, includes copy of Attorney General approval letter.

B06-23 (a): Approval and Decision letters

Permanent.

~~B06-23 (b): All other records~~

Retain 20 years.

B06-24: City Zoning Ordinances

Retain 3 years.

Secondary copies of adopted or changed zoning ordinances that do not require Attorney General approval.

B06-25: Records provided to Attorney General for Review

See sub-schedules for specific retention periods.

Records reviewed by the Attorney General that are provided by Federal nlj38mtate agenci ldsa1cl03 2ral t

B06-26: Data Breach Records

Retain 6 years.

Documents data breach notifications sent to the Attorney General as required by statute. Includes data breach notifications directed to the Attorney General and copies of data breach notifications directed to the Office of Consumer Affairs and Business Regulation, copies or samples of data breach notifications directed to Massachusetts consumers, copies of Written Information Security Programs, implemented pursuant to 201 CMR 17.03, and related correspondence. Also documents civil and criminal investigations of data breaches pursuant to MGL c. 93H and MGL c. 93A, including complaints, investigative notes and reports, civil investigative demands, substantive support materials, and related correspondence.

B06-27: HomeCorps Initiative Records

See sub-schedules for specific retention periods.

Documents the Attorney General's implementation of the HomeCorps Initiative, which provides assistance to distressed Massachusetts homeowners/borrowers facing foreclosure. Includes: administrative and organizational materials; homeowner complaints, authorization forms, and financial and/or other documents provided by homeowners; financial and/or other documents provided by banks, mortgage servicers, and other agencies, persons, or entities; copies of notices filed with the Attorney General as required by statute, including M.G.L. c. 244, § 35B; Attorney General intake interview sheets, notes, memoranda, and correspondence; and other related paper and electronic records.

B06-27 (a): Grant or program summary information
Permanent.

B06-27 (b): Homeowner files
Retain 6 years after closure/final activity/final action.

B06-27 (c): Copies of notices to the AG
Retain 6 years.

B06-27 (d): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

Massachusetts Office of Victim Assistance

B11-01: Candidate Public Financing Request Records

Retain 6 years.

Documents candidates' requests for limited public financing. Includes request, statement of qualifying contributions and qualifying contributions list and summary.

B11-02: Non-Statewide Office Candidate Finance Disclosure Records

Permanent.

Documents contributions and expenditures to persons running for non-statewide office. Includes related correspondence.

B11-03: Statewide Office Candidate Financial Filings

Permanent.

Documents filings of candidates for statewide offices designating a bank or trust company in which they will be depositing campaign funds, and campaign finance reports. Includes certificate of appointment of depository, campaign finance reports and reports of general and fundraising contributions, and related correspondence.

B11-04: Referendum Committee Financial Filings

Permanent.

Documents filings of committees organized to promote the success or defeat of a question placed before the people on a state ballot.

B11-06: Contributor Ballot Question Expenditure Filings

Retain 6 years.

Documents filings of corporations, associations, and (as of January 1, 2010) individuals that contribute funds to influence the vote on questions submitted to the people. Includes report of disbursements and outstanding liabilities.

B11-08: Political Action Committee (PAC) Financial Filings

Retain 6 years.

Documents filings of Political Action Committees of their financial status. Includes campaign finance reports and related correspondence.

B11-09: PAC Cross Check

Retain 6 years

Documents review of PAC checks to determine to what candidates PAC has contributed. Includes copies of cancelled checks and related correspondence.

B11-10: Inspection Requests

Retain 2 years.

Documents requests made for inspection of candidate and committee finance records.

B11-11: Audit Work Papers and Correspondence

Retain 6 years after audit.

Documents audits of campaign finance records. Includes audit letters, account information, work papers, and related correspondence.

B11-12: Campaign Finance Monitoring and Investigation Records

Retain 20 years.

Documents investigations and review of campaign financing, disclosure of expenditures and contributions, or other campaign finance matters that may be subject to abuse. Includes audit materials, interview notes, hearings and disposition agreements, and related correspondence.

Office of the Inspector General

B12-01: Ward Commission Investigation Files

Permanent

Includes meeting notes, audiotapes, committee deliberations, transcripts, payroll records, cancelled checks, and payment vouchers.

B12-02: Confidential Legislative Files

Retain 7 years from the end of the legislative session.

Includes reviews and recommendations on legislative bills. Includes bill and correspondence.

B12-03: Confidential Investigative Case Files

Retain 10 years after case closed.

Files include investigative notes, subpoenaed material, testimony, interview transcripts, status reports, memoranda and correspondence.

C09-03 (i): Computation of Payments in Lieu of Taxes
Retain 3 years.

C09-03 (j): Annual Statement of Accruing Annual Contributions
Retain 3 years.

C09-03 (k): Analysis of Debt Service Funds
Retain 3 years.

C09-03 (l): Investment Register
Retain 1 year after audit.

C09-03 (m): Operating Budgets
Retain 3 years.

C09-03 (n): Certified Reports of Audits
Retain 3 years.

C09-03 (o): Bank Statements including Reconciliations and Canceled Checks
Retain 3 years.

C09-03 (p): Revolving fund including Cash Disbursement, Cash Receipts, Cash Journals and
Retain 3 years.

C09-03 (q): Contract Register
Retain 3 years from date of last federal audit or state Agreed Upon Procedures (whichever most recent)

C09-03 (r): Journal Vouchers, Check copies and supporting documents
Retain 3 years.

C09-03 (s): Personnel Payrolls and Time Sheets
Retain 3 years after employee separates from Authority.

C09-04: Maintenance

See sub-series for specific retention periods.

C09-04 (a): Fixed Assets Inventory
Retain 3 years after federal audit or state Agreed Upon Procedures (whichever most recent)

C09-04 (b): Labor Cost Distribution/ L&I Rates
Retain 3 years after federal audit or state Agreed Upon Procedures (whichever most recent)

C09-04 (c): Maintenance Work Orders
Retain 3 years after federal audit or state Agreed Upon Procedures (whichever most recent)

C09-06: Insurance

See sub-series for specific retention periods.

C09-06 (a): Insurance and Fidelity policies
Retain until after federal audit or state Agreed Upon Procedures (whichever most recent) following expiration or cancellation date

C09-06 (b): Insurance Register
Retain until superseded.

C10-01: Consultant Selection Documents

Retain 7 years.

Includes the Scope of Work, Work hour Estimate, Request for Consultant Services, Announcement of Intent, RFQ submittals, Proposals, Selection Committee scoring matrixes and correspondence with firms. This series documents the procedures used to select the consultant.

C10-02: Consultant Contract Book

Retain 7 years.

Includes Standard Contract Form and Instructions, Scope of Services, Budget, Disclosure Statement, (Income), Disclosure Statement (Persons), Affirmative Action Certificate, Standard Provisions, Special Provisions, Consultant's Final Fee Proposal and MMARS Data. This series is a binding agreement between MassHighway and the Design Consultant for services.

C10-03: Consultant Contract Amendments

Retain 7 years.

Includes correspondence and Board Memos related to contract modifications such as Extension of Time, Extra Work, Additional Funds, and Contract Completion etc. The purpose of this series is to document the agreement by Mass Highway and the Consultant of any changes to the terms of the contract.

C10-04: Consultant Invoices

Retain 7 years.

Includes PRC Form, Estimate of Fee Form, Certified Payroll Report, Certified Narrative, Consultant Progress Report, Direct Expense Approval Letter, Direct Expense Summary, Direct Expense Back-up and Record of Payment to DBE. This series provides the basis for calculating partial payments based on the progress of the work.

C10-05: Consultant Correspondence

Retain 7 years.

This series includes: correspondence between MassHighway and the Consultant related to the execution of the Consultant Contract, such as Notice to Proceed for assignments, approval of direct expenses, and miscellaneous issues. This series provides written documents.

C10-17: Weekly Progress and Time Report HED-880

Seven years after the date of the approval of the Contract Completion Form for the consultant
FRWDFDRPSEBQKHFBOHIZ 7KVDZIHNSRWRBDW
VDM Engineer and to contractor. This series provides documentation of personnel, EEO
reporting and weekly progress as basis for bi-weekly billing.

C10-18: Application for Employment Surveyors Field Personnel form HED-007

Seven years after the date of the approval of the Contract Completion Form for the consultant
FRWDFDRPSEBQKHFBOHIZKVHVVMDVBEEDRI
HEDRDSHID It provides proof of survey party members qualifications, fulfillVD
FRQWUDFWUHTXUHPHQW

C10-19: Maintenance Fuel Receipts

Retain 5 years.

This is a computer generated report, it is used to reference vehicle consumption by vehicle, fuel site
or fuel type.

C10-20: Radio Logs

Retain 7 years.

This series is used to reference incidents, accidents and road conditions on the highway system by
time, date and location. This series is made up of typed and electronic entries of radio
communications.

C10-21: Roadside Maintenance Contracts

Retain 6 years after completion of contract.

This series is used to document adherence to procurement regulations and department policies. This
series is made up of; contract documents, financial forms, and correspondence from preliminary
estimate to award.

C10-22: Equipment-Heavy & Light Repair Orders

Retain 5 years.

This series is used to initiate and document vehicle repairs. This series is composed of written
vehicle repair work orders.

C10-23: Snow & Ice PV's

Retain 6 years.

This series is used to document payment for hired vendor for hours of services provided during
Snow and Ice Operations.

C10-24: Inmate Litter Assistance Information

Retain 7 years.

This series is used to document adherence to department policies. This series is made up of
Interdepartmental Service Agreement (ISA) approvals, financial documents, and correspondence
pertaining to the litter inmate program.

C13-01: Customer Service Center: Customer Account Demographic & Payment Methods

Retain for as long as the customer account is open, and for 1 year after the account is closed.
Includes electronic toll collection account holder applications, name, address, telephone, email
address, vehicle make/model, license plates, transponder number, account holder method and
source of payments, credit card data, customer account bank information for toll payments, account
history, toll discount program information

C13-02: Customer Service Center: Customer Travel & Related Notices

See sub-schedules for specific retention periods.

Toll transactions, both in-state and out-of-state; location, time, date and amount of toll that was assessed; speed, license plate data, vehicle and license plate images, number of axles on vehicle, transponder data; statements, invoices, delinquent notices, RMV/DMV marking; collections, appeal and hearing records, customer correspondence, returned mail, call center recorded calls.

C13-02 (a): Not otherwise specified
Retain for 7 years except as otherwise specified.

C13-02 (b): Speed Data
Speed Data: Retain for 30 days.

C13-02 (c): Call center recordings
Call center recorded calls: Retain for 180 days.

C14-01: Tolling Host System Data: Transaction/Trip Data

See sub-schedules for specific retention periods.

Toll data, toll zone data, vehicle speed, license plates data, axle count, vehicle class, all electronic tolling transponder data.

C14-01 (a): Not otherwise specified
Electronic data: Retain for 7 years.

C14-01 (b): Vehicle Speed Data
Vehicle speed data: Retain for 30 days.

C14-02: Tolling Host System Data: Maintenance Data

Electronic data retained for the length of the contract plus 1 year.

Includes system alerts, equipment operational status, work orders, logs.

C14-03: Tolling Host System Data: Summary Level Transaction & Trip Data

Electronic data retained for 10 years.

Includes non-personally identifiable toll traffic data including traffic volumes, vehicle classification, and applicable toll revenue.

C14-04: Tolling Host System Data: Images of Vehicle and License Plates

See sub-schedules for specific retention periods.

Images of the vehicle make and model, license plate number, license plate state of origin, registration and type of vehicle.

C14-04 (a): Used for toll transaction
Electronic data retained for 7 years if license plate image is used for processing toll transaction.

C14-04 (b): Not used to process toll transactions
Electronic data retained for 3 months if license plate image is not used for processing toll transaction.

C14-05: Tolling Host System Data: Digital Video Images

Electronic data retained for 180 days.

Includes video of vehicles traveling through toll zones.

C14-06: Tolling Host System Data: Host System/Customer Service Center File exchange

See sub-schedules for specific retention periods.

Reconciliation files, agency trip files, correction files, acknowledgment files, transponder status files, hot list, related acknowledgment files.

C14-06 (a): Tolling Host System Data: Host System/Customer Service Center File
exFOH Electronic data retained for 1 year, with exception of hot list

C14-06 (b): Hot list data
Electronic hot list data retained for no greater than 30 days

Bad Check Information

See sub-schedules for specific retention periods.

C12-11: Outstanding Bad Checks
Retain 7 years.
Checks maintained to pursue reimbursement.

C12-12: RMV System Printouts of Bad Checks
Retain 7 years.
Printouts confirm entry of bad checks on RMV ALARS System.

C12-13: RMV System Printouts of Bad Check Payments and Supporting Documents
Retain 7 years.
Printouts confirm entry of bad check payments on RMV ALARS System and document substantiating payment entry.

C12-14: Correspondence with Customers
Retain 7 years.
Maintained for justification of status of bad checks.

C12-15: Correspondence Between RMV Offices Relating to Bad Checks
Retain 7 years.
Correspondence for proper bad check status and suspension status on ALARS. SYSM used between offices.

Deposit Related Documents

See sub-schedules for specific retention periods.

C12-16: RMV Computer System (ALARS) Documents
Retain 1 year after audit or 7 years whichever is sooner.
CPE: office deposit information; CIZ: clerks' daily deposit information; and CPC: clerk cash drawer closing. These documents display deposit information that supports totals on deposit slips.

C12-17: Deposit Slips and MPCA10 Attachment
Retain 1 year after audit or 7 years whichever is sooner.
Forms prepared for deposits. Receipted copies are maintained.

C12-18: Cash Transfer Log
Retain 1 year after audit or 7 years whichever is sooner.
Log documents transfer of RMV funds between employees when clerks close-out.

C12-19: Monthly Bank Deposit Log
Retain 1 year after audit or 7 years whichever is sooner.
Log documents transfer of funds to Law Enforcement personnel.

C12-20: Locking Cash Bag Logs
Retain 1 year after audit or 7 years whichever is sooner.
Log documents transfer of funds between RMV employees during the day.

C12-21: Override Log

Retain 1 year after audit or 7 years whichever is sooner.

Log documents clerks' overrides of RMV System calculated fees.

C12-22: Back-up Activity Sheets

Retain 1 year after audit or 7 years whichever is sooner.

Sheets document transactions processed manually when RMV System is unavailable.

C12-23: Letters of Notification

Retain 1 year after audit or 7 years whichever is sooner.

Letters used to inform Boston Cashier's Office of certain clerical shortages.

C12-24: Monthly Over/Short Report Used by Managers

Retain 1 year after audit or 7 years whichever is sooner.

Report used to evaluate clerks' cash handling performance.

C12-25: Clerical Over/Short Acknowledgment

Retain 1 year after audit or 7 years whichever is sooner.

Documentation necessary for clerical discipline if required to correct clerical cash handling problems.

C12-26: Clerk Over/Short Justification Form

Retain 1 year after audit or 7 years whichever is sooner.

Used to inform the Boston Cashier's Office of justified clerical cash variances.

C12-27: Sweda Register Taps for Years 1985-86

Retain 3 years.

These tapes are no longer generated. Used as a register tape to record transaction amounts and generate a total.

C12-28: Daily Revenue Sheets

Retain 1 year after audit or 7 years whichever is sooner.

C12-34: Funding Request Books for 1985-86

Retain 7 years.

Books list all rebates/refunds included on report whose rebate/refunds were approved for payment by the Comptrollers Office.

C12-35: Cashed Rebate/Refund Checks

Retain 7 years.

Checks filed by check number. These are cashed checks issued to customers.

C12-36: Bank Statements

Retain 7 years.

Bank statements reconciled and filed for Rebate/Refund Account.

C12-37: Reports of Transactions Processed Through RMV Optical Scanning

Retain 7 years.

Reports needed to confirm eligibility of rebate/refund requests and payments made.

C12-38: Unused Checks of Obsolete Rebate/Refund Bank Account

Retain 1 year after audit or 7 years whichever is sooner.

Checking account closed – checks must be destroyed.

C12-39: Funding Reports for Automatic Rebates

Retain 7 years.

Funding reports show approval of funding by Comptroller's Office for a list of refunds or rebates automatically produced by RMV ALARS System.

C12-40: Cross Reference Check Register

Retain 7 years.

Report shows physical check number and logical number assigned to the list of refunds/rebates being processed.

C12-41: Funding Request Reports

Retain 7 years.

Funding reports show approval of funding by Comptroller's Office for a list of rebates/refunds manually entered into ALARS.

Revenue Reports

See sub-schedules for specific retention periods.

C12-01: Drawer Date Activity Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists detail of all transactions processed. Report provides audit trail and is used to review transactions and fees collected. Investigations may require use of this report.

C12-02: Drawer Date Activity Report on Microfiche

Retain 1 year after audit or 7 years whichever is sooner.

Lists detail of all transactions processed. Report provides audit trail and is used to review transactions and fees collected. Investigations may require use of this report.

C12-03: Sales tax Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists detail of sales tax transactions (included in 1 Revenue Reports – Drawer Date Activity Report). Report provides audit trail and is used to review transactions and sales tax collected.

C12-04: Daily Over/Short Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists clerical overages or shortages in the collection of fees. Report is used to record data onto clerks' cards for evaluation of clerks' cash handling performance. Supports data submitted to State Auditor per Chapter 647, Acts of 1989.

C12-05: Failed Cash Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists transactions updated where fees not reflected on clerks' records on RMV System (ALARS). Report used to confirm fees collected when they are not reflected on clerks' records. Auditing tool.

C12-06: Interims Purged Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists certain transactions that are purged from the RMV System (ALARS) after 3 days. Report provides hard copy of transactions purged from RMV System (ALARS).

C12-07: Daily Deposit Listing

Retain 1 year after audit or 7 years whichever is sooner.

Lists daily deposits by RMV Branch for Registry fees, Sales Tax and Inspection Sticker fees. Report provides deposit information for all offices.

C12-08: Override Reports

Retain 1 year after audit or 7 years whichever is sooner.

Lists all overrides performed for each day. Report is used to review clerical overrides and ensure unauthorized overrides are not performed.

C12-09: CPR Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists clerk cash drawers that are re-opened. Provides audit tool to control and monitor the re-opening of clerk cash drawers.

C12-10: Drawer Delete Report

Retain 1 year after audit or 7 years whichever is sooner.

Lists clerk deposit data when purged from RMV System (ALARS). Provides information in hard copy form when unavailable on RMV System (ALARS).

,QGSHQGHQWBIQFLHVDQG3XOLFWRULWLHV
HSDUWPHQWRI7UDQVSRUWDWLREgistry of Motor Vehicles

C11-01: Motor Vehicle Operators Merit Rating Records

Retain 50 years.

Documents operator's record of driving infractions affecting status of license as determined by the courts and the merit rating board.

C11-02: Motor Vehicle Driver License Exams

Retain 1 year or until administrative use ceases.

Documents exams given to licensed drivers.

C11-03: Motor Vehicle Accident Investigation Records

See sub-schedules for specific retention periods.

Documents motor vehicle related investigations of hit and run, bodily harm, property damage, death, and theft. Includes incident reports, witness statements, police reports, background support materials, and related correspondence.

C11-03 (a): Fatalities

Permanent.

C11-03 (b): Hit and run and personal injury

Hit and run and personal injury: Retain 6 years after close of case.

C11-03 (c): All other records

Retain 3 years.

Registry of Motor Vehicles

C11-04: Motor Vehicle Title Registration and Renewal Records

Retain 25 years.

Documents the process to register the owners of motor vehicles and to provide them with Certificates of Title. Includes applications (RMV-1), registration renewal cards (RMV-2), surrendered title, application for amendments, and any other supporting affidavits.

C11-05: Uniform Traffic Citations Records

Retain 3 years after paid.

Documents the issuance of traffic tickets.

C11-06: Motor Vehicle Accident Reports

See sub-schedules for specific retention periods.

Consists of Police Accident Reports (CRA-65) and Operator Accident Reports (CRA-23).

C11-06 (a): Registry of Motor Vehicles copy

Retain 6 years.

C11-06 (b): Police Departments copy

Retain 6 years.

D05-12: Data Questionnaires

Retain 5 years.

This series is made up of related materials to prepare appropriation letters. This series is also used in the appropriation letter process.

D05-13: Valuation Work Papers

Retain 5 years.

This series includes the valuation runs, but is made up of the back –up documents used to produce valuations.

D05-14: Valuation Data Work Papers

Retain 2 years after final report.

Analysis of data received from board to produce valuation reports.

D05-15: Non Valuated Data Work Papers

Retain 1 year.

Analysis of data received from boards used to update records.

D05-16: Disability Unit File

Retain 38 years.

This series provides documentation of disability approvals. This series contains: Medical Panel File, Comprehensive Medical Evaluation Files, Rehabilitation and Restoration to service file, and Restoration to Service Files.

D05-17: Annual Statements from Retirement Boards

Retain 15 years.

Boards must submit annual statements to PERAC. PERAC verifies systems books to annual statement during audit.

D05-18: Audit Reports of Retirement Boards

Retain 3 years.

Chapter 32 requires PERAC to audit all retirement systems once every three years.

D05-19: Audit Work Papers

Retain 9 years.

This series is work papers resulting from PERA's Audit of Retirement Boards. Chapter 32 requires PERA to audit all retirement systems once every three years.

D05-20: Supplementary Schedules

Retain 9 years.

This series is a listing of supplementary schedules of member accounts in the retirement systems. Retirement boards are annually required to file supplementary schedules.

D05-21: Annual Statement of Earned Income

Retain 10 years.

This series is a monitoring tool used to determine the income of retirees.

D05-22: Investigatory Files

Retain 10 years.

This series are materials documenting possible criminal violations according to M.G.L. c. 32, §§ 91, 92. This series may include 91a forms, copies of tax returns, affidavits and third party records and testimony.

D05-23: Investigative Docket/Log

Retain 10 years.

This series is used to record all acts of pension fraud pursuant to M.G.L. c. 427 of the Acts of 1996. This series includes mechanism of case referral in chronological order, which list includes date the case was referred, name of the caller or correspondent, subject, investigator, action, status and date of completion/file closed.

D05-24: Financial Statements

Retain 5 years.

PERAC is required by statute to monitor the investment performance of 106 retirement systems. This series includes: monthly cashbook entries, trial balances, journal entries, broker confirms, and custodial statements from 106 retirement systems and PRIT. These records are used to develop investment analysis report each year.

D05-25: Year End Files

Retain 5 years.

These files are used in preparation of annual report. This series includes: performance reports, appraisals, and income accruals.

D05-26: Revoked Waivers

Retain 5 years.

Investment waivers (for investment managers of retirement boards) that have been revoked/terminated by PERAC.

D06-01: Audit Work Papers

Retain 6 years.

Documents communications and writings in connection to each audit performed by the Office of the State Auditor. Includes communications detailing the work to be performed, engagement letters, independence certificates, entrance conference forms, supervision logs, audit quality checklists, audit evidence obtained, evidentiary sources, timing, extent, results, and conclusions reached.

D06-02: Final Audit Reports

Permanent.

Documents audit results, findings, conclusions and recommendations. Includes a summary of the views of responsible officials, compliance statements, and if applicable a statement pertaining to the nature of any confidential or sensitive information omitted.

D06-03: Audits Detecting Fraud and Illegality

See sub-schedules for specific retention periods.

Documents the discovery of fraud or illegality committed by an audited entity. Includes internal communications, planning responses, communications to the audited entity with regard to the fraud or legality, and all referrals and other communications with parties external to the OSA.

D06-03 (a): Letters referring cases to the AGO, US Attorney's Office or District Attorney
Permanent.

D06-03 (b): Letters reporting unemployment, pension, Medicaid, or insurance fraud
25 years.

D06-03 (c): Team discussion on fraud risk forms
Retain 6 years after final resolution.

Includes documentation of team discussion of fraud risk forms, and all other records pertaining to fraud and illegality. Documents the discovery of fraud or illegality committed by an audited entity. Includes internal communications, planning responses, communications to the audited entity with regard to the fraud or legality, and all referrals and other communications with parties external to the OSA.

D06-04: Certifications, Training and Continuing Education Records

See sub-schedule for specific retention periods.

Documents the training of Audit staff in compliance with state laws or agency rules and regulations. Includes documentation of the sponsoring organization, the location at which the program was given, title of the program and brief description, dates attended, number of hours earned toward minimum requirements, and any other related correspondence.

D06-04 (a): Filed separate from personnel file
Retain 10 years.

D06-04 (b): Filed in personnel file
Retain as long as file is kept.

D06-05: Records of Non-Audit Services Performed by Audit Operations

Retain 6 years from conclusion of non-audit service performed.

Documents the performance of non-audit services performed by audit operations. Includes, planning documents, written communications, and all other related correspondence and records.

D06-06: External Peer Review Records

See sub-schedule for specific retention periods.

All planning documents and communications with external peer review entity. Documents the findings of an external peer review evaluating the sufficiency of, and the OSA's adherence to, Audit Operations system of quality control.

D06-06 (a): Planning document and communications with external entity
Retain 6 years.

D06-06 (b): Written results report
Permanent.

Written reports communicating results of the peer review. Documents the findings of an external peer review evaluating the sufficiency of, and the OSA's adherence to, Audit Operations system of quality control.

D06-07: Bureau of Special Investigation Records (BSI)

See sub-schedules for specific retention periods.

Documents records and supporting materials accumulated within the course of a BSI investigation of fraudulent claims or wrongful receipt of payment or services from public assistance programs.

Includes investigative reports, witness statements, bank, business, and employment records.

D06-07 (a): Investigations with no findings of probable cause
Retain 6 years after case closure.

D06-07 (b): Investigations referred to civil or criminal action
Permanent.

D06-07 (c): Letters referring cases to AGO, US Attorney General or District Attorney
Permanent.

D06-07 (d): Other records not specified
Retain 6 years.

D06-08: Division of Local Mandate Records

See sub-schedules for specific retention periods.

Documents collected in the course of determining if a proposed or existing state mandate imposes any direct services or costs on a city or town. Includes requests made of DLM, subsequent correspondence, as well as background and research materials.

D06-08 (a): Petitions for opinions and requests for cost analysis
Permanent.

D06-08 (b): M.G.L. c. 11 § 6B Mandate Determinations
Permanent.

D06-08 (c): M.G.L. c. 126 Municipal Impact Studies
Permanent.

D06-08 (d): All final opinion letters
Permanent.

D06-08 (e): Work papers and all other records
6 years

G01-03: State Primary and Election Nominations

See sub-schedules for specific retention periods.

Certificates of nomination, nomination papers, objections thereto and withdrawals, when files, shall under proper regulations, be open to public inspection, and the State Secretary and the city and town clerks shall preserve the same in the offices for one year. Documents nomination of persons.

G01-03 (a): Form E-1 State Primary Nomination Papers

Retain 1 year from date of filing.

G01-03 (b): Form E-16 State Election Nomination Papers

Retain 1 year from date of filing.

G01-03 (c): Form E-2C State Committee Nomination Papers

Retain 1 year from date of filing.

G01-03 (d): Form E-2B Ward and Town Committee Nomination Papers

Retain 1 year from date of filing.

G01-04: Federal Candidate Financial Reports

Retain 1 year.

Provides a record of reports required to be filed by political campaigns and political action committees for Presidential, Senatorial, and Congressional campaigns by order of the Federal Elections Commission. Includes FEC forms 3, schedule A, schedule D, and organizational statements.

G03-01: Electoral College Records

Permanent.

Documents the administration of federal Electoral College proceedings. Includes rosters of electors, oaths, sample ballots, federal election procedure information, certification of electoral votes and proceedings.

G03-02: Election Districts Records

Permanent.

Documents any changes to voting districts in cities and towns as reviewed by the Local Election District Review Commission. Includes precinct maps, census data, copies of votes from city councils and selectmen authorizing precincts and LEDRC authorization letters.

G03-03: Voting Machine Certification Records

Retain 3 years after decertification.

Documents the certification of voting machines for accuracy and reliability for use in local and state elections. Includes notifications of types of machines used, specimen ballots, procedure manuals, test results, and related correspondence.

G03-04: Voter Registration Records

Retain 3 years after superseded.

Documents the registration of voters. Includes registration forms and listings.

G03-05: Polling Place Registrations

Retain 3 years.

Documents registered voters by polling place.

G03-06: Election Returns of Town Officers

Permanent.

Documents annual reports from Town Clerks of Elections of Town Officers, including notices of resignations and interim appointments.

G03-07: Election Ballots and Instructions Records

See sub-schedules for specific retention periods.

Documents ballots cast in state elections for state officials, petitions, and referendums. Includes ballot preparation materials, notification of number of members to be elected, sample ballots, street lists for information distribution, ballot instructions and penalties information, cast ballots, and ballot handling documentation.

G03-07 (a): Sampling of ballots, instructions, voting machine specifications and voter info
UPDWRQ Permanent.

G03-07 (b): Cast Ballots
Retain 30 days after finalization of ballot count.

G03-07 (c): Unused Ballots
Retain 30 days after finalization of ballot count.

G03-07 (d): All other records
Retain 3 years after finalization of the ballot count.

G03-08: Election Initiative, Petitions, and Referendums Records

See sub-schedules for specific retention periods.

Documents petitions to be considered for placement on ballots. Includes certified signatures of the first ten signers, the certified summary of the petition text, Attorney General opinion's as to the appropriateness of the issues for vote, and related correspondence.

G03-08 (a): Petitions as certified whether approved by voters or not
Permanent.

G03-08 (b): Non-qualified petitions
Retain 3 years.

G03-08 (c): Signature sheets
Retain 30 days after election is finalized.

G03-08 (d): Alcoholic beverage license petitions
Retain 3 years.

G03-09: Vote Returns Certification Records

See sub-schedules for specific retention periods.

Documents the reporting of election vote totals (tabulations) for federal, state offices, petitions, and elected town officials, and referendums. Includes reports, and written certifications of votes by the Governor and the Governor's Council or the Town Clerk for municipal elections.

G03-09 (a): Certification of totals
Permanent.

G03-09 (b): All other records
Retain 1 year.

G03-10: Election Reviews and Challenges Records

Review by the Archives 6 years after conclusion.

Documents the review of elections where results may have been questioned.

G03-11: Access to the Ballot Case Files

Permanent.

Documents the decisions of the State Ballot Law Commission to resolve complaints of individuals regarding access to the ballot through the nominating process or through placement of initiatives or referendums on a state ballot. Includes complaints, objections, notice of public hearings, and commission decisions.

G03-12: Receipts for Nomination Papers

Retain until applicable election results are certified.

Election Division's copy of receipts provided to candidates when he or she submits nomination papers.

G03-13: Initiative Petition Signature Sheets

Retain until the close of the legislative year. Elections Division may transfer to the House Clerk after ~~DDDDMMHW~~ for petitions that qualified for consideration by the legislature.

G03-14: Initiative Petitions for Public Policy Questions

Retain until applicable election results are certified.

These constitute instructions to a member of the General Court from his or her constituency, and do not go to the House Clerk, as they affect only one representational district.

G03-15: Non-Qualifying initiative Petition Signature Sheets

Retain until applicable election results are certified.

Signature sheets for petition that does not qualify for consideration.

G04-09: Notary Public Apostille Verification Records

Retain 1 year.

Documents the verification of notary public signatures on documents sent to foreign countries in compliance with the Hague Convention of Oct. 5, 1961. Includes carbonless copy of Apostille (form A-1).

G05-01: Rules and Regulations Filings

See sub-schedules for specific retention periods.

Documents the official filing of state agency rules and regulations. Includes submissions, public hearing documentation, and related correspondence.

G05-01 (a): With Secretary of State's Office
Permanent.

G05-01 (b): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

G05-02: Acts and Resolves Filings

Permanent.

Documents the official filing of House and Senate Acts and Resolves with the Secretary's office. Includes engrossed copies and accompanying support materials.

G05-03: Request for Opinions

Keep until the end of the current administration.

This is a log of Request for Opinions from the Governor's Legislative Office to the Secretary of State's Legislative Office. The purpose of this series is to track the time when the Secretary of State response is due at the Governor's office.

G05-04: Secretary of State's Responses

Keep until the end of the current administration.

This series is the Secretary of State's responses to requests on legislation awaiting the Governor's signature. The purpose of this series is to comment on impact of legislation on the office of the Secretary and the laws of the Commonwealth under which the Secretary has jurisdiction.

G05-05: Legislation Files-Passed Legislation (Record Copy)

Permanent.

This series is used to track agency input and progress of legislation of concern to the Secretary's office that was passed by the General Court. This series includes: copies of bills in various stages, agency questionnaires and comments by staff, public hearings, community testimony, and correspondence. They are arranged by bill number.

G05-06: Legislation Files-Unpassed

Permanent.

This series is used to track agency input and progress of legislation of concern to the Secretary's office that was not passed by the General Court. If the bill is reintroduced a new folder is created. This series includes: copies of bills in various stages, agency questionnaires and comments by staff, public hearings, community testimony, and correspondence. They are arranged by bill number.

G05-07: Legislative Liaison Correspondence

Retain 3 years.

This series is correspondence documenting issues brought to the attention of the Secretary by a member of the General Court, constituent referrals, casual and routine communications. These files are arranged chronologically.

G05-08: Reference Subject Files

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

This is a ready reference file on divisions of state government. This series is composed of: clippings, agency/division publications, and administrative memorandum. This file is arranged alphabetically. None of this material is original.

G05-09: Legislation Status Report

Retain 3 years.

This is a monthly report tracking progress of bills through the legislative process. This series is arranged chronologically.

Corporations Division

G06-01: Corporations Service of Process Records

Retain 3 years.

Documents the Secretary's role as agent for service of process for certain corporations. Includes summons, complaints, and compliance letters issued by the Secretary of the State.

G06-02: Corporations and Businesses Regulation Records

Retain 85 years after microfilming and public hearing.

Documents the registration of corporations, foreign corporations, limited partnerships, trusts, and public charities. Includes applications, articles of organization and amendment, annual reports, change of officers and directors, bylaws, registrations, Department of Public Health, Department of Public Works, or Board of Higher Education approvals, revivals of dissolved corporations, and related correspondence.

G06-03: Universal Commercial Code Filings

See sub-schedules for specific retention periods.

Documents the filing with the Secretary's office of Universal Commercial Codes. Includes amendments and continuations.

G06-03 (a): Paper

Retain paper copy 1 year after microfiche and verification.

G06-03 (b): Microfilm

Master: 6 years from date of filing.

G06-04: Trademark Registration Filings

Retain 20 years and subject to review by the Archives.

Documents the registration of trademarks with the state. Includes applications, support documentation, and related correspondence.

G12-01: Annual Reports of Corporations AKA Mass Conditions (Filed Pursuant to M.G.L. c. §

See sub-schedules for specific retention periods.

Includes corporate name, name and addresses of officers and directors, principal office, stock

G12-03: Uniform Commercial Code (UCC) Financing Statements (including amendments)
Retain 6 years from filing.

G12-07 (b): Microfilm master
Retain 10 years.

G12-07 (c): Microfilm duplicate copy
Retain 10 years.

Securities Division

G07-01: Registration, Exemption, and Notice Filing Register

Permanent.

Provides a summary listing of all notice filings made under subsection (b) of section 202 (federally registered investment advising firms) and section 306 (investment companies/mutual funds) of M.G.L. c.110A and all applications for registration and registration statements which are or have ever been effective under this chapter, all exemption filings under section 402 of this chapter, all exclusion notice filings under C.M.R. c. 950 § 14.401, and all denial, suspension, or revocation orders which have been entered under this chapter.

G07-02: Broker-Dealer Registration and Exclusion Notice Filings

Retain 3 years after current registration or exclusion period ends.

Documents the registration of NASD-member broker/dealers, non-NASD broker-dealers, and the exclusion notice filing by certain Canadian broker-dealers when claiming an exclusion from the definition of broker-dealer as found in C.M.R. c. 950 § 14.401. Includes initial application Form BD, amendments to Form BD, financial statements, registration renewal materials, withdrawal rokemG1n3S,6V

3etain 3 years after current registration or exclus filing by cer ends.

Documents the registration of NASD-ment advising fier ce

G07-08: Sales and Advertising Literature Filings

Retain until review is completed.

Documents the filing of sales and advertising literature from brokerage firms for review by the Securities Division to determine that advertising and promotional materials are not false or misleading pursuant to M.G.L. c. 110A, § 403 and that materials reflect full and fair disclosure and readability. Includes prospectus, pamphlet, circular, form letter, advertising or other sales literature intended for distribution to prospective investors, and related correspondence.

G07-09: Interpretative Opinion Records

See sub-schedules for specific retention periods.

Documents the General Counsel of the Securities Division's responses to public inquiries or requests for legal clarifications, opinions, or explanations of the Securities Act and Rules in order to assist persons in complying with the law. Includes initial requests for information, background support materials and notes, formal legal opinion releases or other products, and related correspondence.

G07-09 (a): Final Products and substantive support materials
Permanent.

G07-09 (b): All other records
Retain 3 years.

G07-10: Inquiries and Complaints Records

See sub-schedules for specific retention periods.

Documents the handling of routinely disposed of inquiries and complaints from individual investors or potential investors relating to security firms, agents, or transactions. Includes inquiries, letters of complaint, support materials, and related correspondence.

G07-10 (a): Withdrawn, non-jurisdictional or incomplete inquiries and complaints
Retain 1 year.

G07-10 (b): All other records
Retain 3 years.

G07-11: Investigation and Enforcement Records

See sub-schedules for specific retention periods.

Documents the investigation of public or private firms, agents, or persons and any subsequent enforcement of violations of the Uniform Securities Act M.G.L. 110A, Blue Sky Law. Includes letters of complaint, subpoenas, background and evidentiary materials, depositions, oaths and affirmations, requests for opinions, administrative sanction documentation, and related correspondence.

G07-11 (a): Landmark and policy setting cases
Permanent.

G07-11 (b): All other records
Retain 6 years after final settlement or action.

G07-12: Administrative Hearing Enforcement Action Case Files

Permanent.

Documents the adjudicatory proceedings of investigations initiated by the Secretary of State's filing of an administrative complaint. Includes administrative complaints, requests for hearings, answers, pre-hearing conference materials, background support materials, motions, subpoenas, orders and answers, exhibits, evidence, settlement or consent order documentation, decisions and final orders, notices of appeal, and related correspondence.

G07-13: Investor Education Program Records

See sub-schedules for specific retention periods.

Documents the Securities Division program created to provide potential investors with information on methods to protect themselves against unnecessary risks, determining their personal financial situation and needs, and setting realistic investment objectives. Includes investor education forum materials, publications, program administrative records, testimonials, and related correspondence.

G09-01: State Seal and Other Records

Permanent.

Documents the Secretary's keeping of the State Seal including any determinations or complaints about its use as regulated by M.G.L. c. 2, § 5. Includes complaints, determinations, and related correspondence.

G09-02: Abolished County Records

Retain until administrative use ceases. Permission from RCB not required for destruction. Consists of any records left over from counties that have been abolished.

G09-03: State Citations and Awards Records

Permanent.

Documents awards by the state to the public for achievement or merit.

G10-01: Property Appraisers Certification Records

Retain 3 years.

Documents the registration of property appraisers.

G10-02: Historic Preservation Information Source Files

Permanent.

Documents the development of preservation planning and resources in the community. Includes field reports, photographs, inventory forms, pre-registry inquiries, and related correspondence.

G10-03: Historic Preservation Restrictions Agreement Records

Permanent.

Documents the agreements between owners of land and the Massachusetts Historical Commission or a non-profit organization regarding the future use of historic and archeological properties.

G10-04: Environmental Review and Compliance Records

Retain 3 years in office, then 42 years in the State Records Center.

Documents Massachusetts Historical Commission's review of public and private projects with state or federal funding, and their effects on historic and archaeological properties.

G10-05: National Register of Historic Places Compliance Records

Permanent.

Documents the monitoring of properties in, or eligible for inclusion in, the National Register of Historic Places. Includes written summaries, photographs, drawings, and related correspondence.

G10-06: Historic Preservation Certification Records

Permanent.

Documents Massachusetts Historical Commission help to property owners, developers, architects, and preservation consultants apply for certification that qualify them to apply for federal tax credits for the rehabilitation of historic buildings. Certifications are granted by the National Park Service. Includes historic preservation certification applications, photographs, architectural drawings, and related correspondence.

G10-07: Archeology Records

Permanent.

Documents state archeological programs to find and protect archeological remains.

G11-01: Library and Archives Accession Log

Permanent.

Documents the acceptance of materials into libraries, archives, or special collections.

G11-02: Archives and Records Center Vault Records

Retain 3 years.

Documents the monitoring of records storage areas for security purposes. Includes security logs and environmental data sheets.

G11-03: Library and Archives Reference Requests

See sub-schedules for specific retention periods.

Documents patron requests for information or materials from the holdings of the State Library or the Massachusetts Archives or other agency where the researcher is using permanent archival materials from vaults or closed stack areas. Includes request and response communications, fee payment documentation.

G11-03 (a): Archival collections request forms

Permanent.

G11-03 (b): Payment information

Retain 3 years.

G11-03 (c): All other records

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

G11-04: Library and Archives Call Slips

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

Documents in-house movement of materials from shelves.

G11-05: Archives Researcher Registers

Permanent.

Documents the registration of researchers to the Massachusetts Archives or other agency facility for identification, security and statistical purposes.

G11-11: Records Request Sheets

Retain 5 years from creation.

Used by state agencies to request information stored within the State Records Center.

G11-12: Assessment files

Retain 5 years.

Consists of information that assists the State Record Center in managing the inventory of records.

G11-06: State Publication Listing

Retain 2 copies permanently in the State Library collection.

Consists of a listing of state publications received by the State Library, published quarterly with an annual compilation.

G11-07: Librarian Certification Records

Retain 75 years.

Documents the certification of public librarians in the Commonwealth pursuant to C.M.R. c. 605, § 4; C.M.R. c. 605, § 3; M.G.L. c. 78, § 19B; M.G.L. c. 78, §§ 22-31.

G11-08: Reference Activity Reports and Statistics

Permanent.

Periodic compilation of statistics of reference requests, researcher visits, collection use, and fees received.

G11-09: Library Services and Technology Act (LSTA) records

Since the entire five year package of documents is pertinent to the State Program, records for all

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H02-05 (a): Summary records
Permanent.

H02-05 (b): All other records
Retain 5 years.

H02-06: Student Record Transcript Requests Records

Retain 1 year.
Documents requests for student transcripts.

H03-01: Academic Program Administration Records

Retain 3 years.
Documents the routine daily administration of courses and programs of the institution. Includes referral, orientation, facilitative and other administrative correspondence and materials.

H03-02: Academic Advisement Records

Retain 3 years after student graduates or separates from academic program.
Documents faculty or academic advisors advisement of students.

H03-03: Student Internships and Practicums Records

Retain 5 years after separation. Record with registrar.
Documentation of field experience.

H03-04: Independent/Cooperative or Alternate Study Records

Retain 3 years.
Documents alternative course programming.

H03-05: International Studies Program Records

Review by the Archives after 6 years.
Documents programs of foreign study sponsored or in conjunction with other colleges.

H03-06: Award Establishment Records

See sub-schedules for specific retention periods.
Documents establishment of the awards.

H03-06 (a): Summary documentation
Permanent.

H03-06 (b): All other records
Retain until administrative use ceases. Permission from RCB not required for destruction.

H03-07: Commencement and Awards Records

See sub-schedules for specific retention periods.
Documents graduation ceremonies and awards given to outstanding students. Includes programs, program revisions, logistical support documentation, and related correspondence.

H03-07 (a): Final program with edits
Permanent.

H03-07 (b): All other records
Retain 3 years

H03-08: Name Change Authorizations

Retain 3 years from date of graduation or last attendance.
Documents legal name changes of students.

H03-09: Withdrawal Forms

Retain 3 years after student withdraws from academic program.
Documents withdrawal from academic program.

H04-01: Curriculum Development Records

Retain until administrative use ceases. Permission from RCB not required for destruction.
Documents the development of courses.

H04-02: Class Schedule Records

Official copy: Permanent.
Documents courses scheduled to be taught.

H04-03: Course Outlines and Descriptions Records

Permanent.
Documents descriptions of courses taught by institution.

H04-04: Curriculum Change Authorizations

Retain 3 years.
Documents changes to academic majors.

H04-05: Change of Course Forms (Add/Drop Forms)

Retain 1 year after submitted.
Documents late admissions to courses and withdrawal Development Forms)

H05-04: Academic Degree Audit Records

See sub-schedules for specific retention periods.

Documents review of student coursework to determine if they have met the requirements to receive their degree. Includes degree applications, degree audits, credit evaluations, course substitution forms, honors recommendations, and related notes and correspondence.

H05-04 (a): Approved degree application
Retain 5 years after graduation or separation.

H05-04 (b): Denied or withdrawn application materials
Retain 1 year.

H05-05: General Educational Development (GED) Certification Records

See sub-schedules for specific retention periods.

Documents the certification that an individual has passed the GED test as equivalent of a high school education.

H05-05 (a): Official copy
Retain 60 years.

H05-05 (b): All other records
Retain 3 years.

H05-08: Official Course and Grade Records

See sub-schedules for specific retention periods.

Provides a permanent record of student's courses taken and grades received as maintained by the Registrar.

H05-08 (a): Official courses taken and transcripts
Permanent.

H05-08 (b): Transcript requests
Retain 1 year.

H05-09: K-12 State Student Assessment Materials

See sub-schedules for specific retention periods.

Consists of test booklets, scorable materials, and non-scorable materials developed by the Department of Elementary and Secondary Education, pursuant to G.L. Ch 69 section 11, to assess the academic performance and progress and English proficiency of students from Kindergarten to Grade 12, whose education is publicly funded by the Commonwealth of Massachusetts. The Department sends student assessment materials to schools where educators and qualified faculty administer tests to students. Those tests and test materials are then returned to the Department for scoring, review and analysis.

H05-09 (a): Unused master copy
See sub-schedules for specific retention periods.

H05-09 (b): Used answer booklets, used integrated test and answer booklets
Retain 3 years after reporting of results.

H05-09 (c): Typed electronic and printed responses
Retain 3 years after reporting of results.

H05-09 (d): Score or Performance Appeals of Statewide Student Assessments
Retain 5 years after appeal concluded.

H05-10: K-12 State Student Assessment Materials for Special populations of students

See sub-schedules for specific retention periods.

Consists of accommodated test editions and other materials created for the administration and scoring of K-12 statewide tests taken by students with disabilities or English language learners. Special Test Editions and Accommodations Materials may include, but are not limited to: graphic organizers, individualized reference sheets, templates, checklists, Kurzweil Cds, ASL videos/DVDs, Braille tests and Administrator copies.

H05-10 (a): Special test editions
Retain 5 years.

H05-10 (b): Score, Feedback, Tracking Forms and Reports
Retain 3 years after reporting of results.

H06-01: Faculty Personal and Professional Papers

Review by the Archives if left in custody of institution.

Consists of faculty research or other materials where left in the institutions care.

H06-02: Tenure and Promotion Records

Retain 6 years.

Documents changes in faculty employment.

H06-03: Teacher Certification Records

See sub-schedules for specific retention periods.

Documents the certification of teachers by the Department of Education in compliance with 71 MGL 38G.

H06-03 (a): Records before 1980
Retain 40 years.

H06-03 (b): Records after 1980
Retain 6 years after expiration.

H06-04: Faculty Appointment Records

See sub-schedules for specific retention periods.

Documents the appointment and subsequent history of individuals to join the institution's faculty.

H06-04 (a): Summary records
Permanent.

H06-04 (b): All other records
Retain 6 years after separation.

~~H06-05~~ H06-05: Faculty Workload Records

Retain 3 years.

Documents work assignments of individual faculty.

H06-06: Sponsored Research Records

Review by the Archives after 6 years after close.

Documents grants to purs6 0 7Bm6 0 7sRecoSTT0 1.2 MGL

H07-03: Student Government Records

Retain until administrative use ceases. Permission from RCB not required for destruction.
Documents activities of student government groups.

H07-04: Student Newspaper

See sub-schedules for specific retention periods.
Documents the publication of the student newspaper.

H07-04 (a): Final publications
Permanent.

H07-04 (b): Photographs and artwork
Retain until administrative use ceases. Permission from RCB not required for destruction.

H07-04 (c): Newspaper staff memorabilia
Permanent.

H07-04 (d): Summary policy and administrative records
Permanent.

H07-04 (e): All other records
Retain 3 years.

H07-05: Student Athletic Participation Records

Permanent.
Documents student participation in sports.

H07-05 (a): Summary documentation, films and photos
Permanent.

H07-05 (b): All other records
Retain 6 years after separation.

H08-01: Student Grievance and Complaint Records

Retain 3 years after closure.
Documents student complaints.

H08-02: Student Discipline Records

See sub-schedules for specific retention periods.
Documents the discipline of students for infraction of school policy.

H08-02 (b): All other records
Retain 3 years after separation.

H08-03: Student Disability Records

Retain 5 years after student graduates or withdrawT 1 g 45 244.68 545.94 28.92 10i Tm ain 3 years after separation.

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H12-01: Application Process

See sub-schedules for specific retention periods.

Documents the application process for awarding charters to establish charter schools. Includes documents created or received by the Department and the Board of Elementary and Secondary Education during the course of the application process for charter schools.

H12-01 (a): Final Documents

Retain 5 years after vote by Board of Elementary and Secondary Education.

H12-01 (b): Working Papers

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

Department of Environmental Protection

I01-01: Environmental Natural Resources Management Records

Review by the Archives 6 years after inactive.

Documents plans and studies for state facilities on how best to manage the natural and recreational

I01-08 (c): Appealed determinations of applicability
Retain 3 years from DEP's final determination.

I01-08 (d): Wetlands Variances
Permanent.

The Massachusetts Wetlands Protection Act (M.G.L. c. 131 § 40) and their associated regulations (310 CMR 10.00) protect wetlands resource areas that serve the public interests including protection of public and private water supply, ground water supply, fisheries, wildlife habitat, land containing shellfish, provide flood control and prevent storm damage and pollution. Wetlands Variances (310 CMR 10.05(10)), often large long-term projects, authorize work that do not meet wetlands regulatory performance/work standards, because they may provide overriding public benefits or addresses a taking claim without compensation (e.g., local and state roads, bridges, water infrastructure, airports, and private taking) when there are no alternatives to wetland resource area(s) impacts. Wetlands variance records that affect areas protected under Wetlands Protection Act/regulations and should be permanently kept are: Wetlands Variance Decisions, Final Plan of Record, if available, and Water Quality Certifications (WQC) or WQC Variances that may be combined with the final wetlands' variance decision.

I01-09: Waterways Project Approvals and Related Records

See sub-schedules for specific retention periods.

The Department of Environmental Protection, acting through the Waterways Regulation Program is the successor authority to, and to the extent such records exist that are not held by the State Archives, the holder of Waterways records generated by the Board of Harbor Commissioners (1866 - 1879); Board of Harbor and Land Commissioners (1879 - 1916); Commission on Waterways and Public Lands (1916 - 1919); Directors of the Port of Boston (1911 - 1916); Port of Boston Authority (1945 - 1954), and the Waterways Division of the Department of Public Works (1919 - 1975).

Records document the Department's, and predecessor agencies', issuance of Waterways Licenses and other Approvals or Decisions and substantive supporting materials for activities involving placement of fill and/or structures and uses in geographic areas subject to jurisdiction subject to the Public Waterfront Act (M.G.L. c.91) and its associated regulations (310 CMR 9.00).

I01-09 (a): Waterways Licenses and Other Decisions
Permanent.

Includes: Licenses (including Variances), Jurisdictional Determinations, Minor Project (License) Modifications, Permits, Emergency Actions, M.G.L. 91 s.10A records, and substantive supporting materials including applications, technical documents (e.g., plans, fee calculations etc.) supporting Program Decisions, formal public comments, public notices, and public hearing materials.

I02-01: Environmental Maps, Plans, and Photos

Review by the Archives after administrative use ceases.

Documents resources required for planning and implementation of policies. Includes aerial photos, GIS maps, and other related materials.

I02-02: Environmental Impact Studies, Site Analyses, and Reports

Permanent.

Documents reports and studies summarizing environmental impact of proposals and plans.

I02-03: Environmental Systems Records

Retain 10 years.

Documents the regulation of the design, building, and operation of environmental systems such as wastewater sludge and septic sewage and septic systems. Includes permit applications, engineering plans, variance requests, and related correspondence.

I02-04: Environmental Engineering Reports and Plans

Retain 15 years after final acceptance of project.

Documents the use of appropriate technology, the proper operation and maintenance of equipment and to determine site suitability. Includes descriptions of pollution control equipment, design criteria, site plans, system schematic diagrams, construction drawings and specifications, and related correspondence.

I03-01: Environmental Lab Certification Records

Retain 3 years.

Documents the certification of labs under the USEPA Laboratory Certification Program, DEP, or other agency, and also documents daily quality assurance monitoring. Includes logs, equipment calibration and testing, data reports and workbooks, and related correspondence.

I03-02: Environmental Laboratory Records

See sub-schedules for specific retention periods.

Documents the laboratory testing of environmental samples containing contaminants, toxins, and pollutants. Includes bacteriological and chemical samples, tests and reports, lab log books, chromatograms, data reports and workbooks, and related correspondence.

I03-02 (a): Analytical reports, logs and charts

Retain 10 years.

I03-02 (b): Proficiency tests

Retain 3 years.

I04-01: Environmental Administrative Law Appeal Case Files

Retain 15 years after closure or last action.

Documents non-criminal cases relating to environmental regulations and laws. Includes administrative record, pleadings, and final decisions.

I04-02: Environmental Licensing Course Approval Records

Retain 6 years after contract expires.

Documents the contracting of services relating to the offering of courses suitable for the continuing education requirements of professionals with environmental licenses.

I04-03: Mass Environmental Protection Act (MEPA) Review Records

See sub-schedules for specific retention periods.

Documents comments and inputs submitted in accordance with MEPA review requirements prior to EOEPA permit issuance. Includes MEPA documents, engineering reports, environmental assessments, Clean Water Act (Watershed) documents NPDES permit applications and documentation, and related correspondence.

I04-03 (a): Agency copy

Retain 2 years after EOEPA decision.

I04-04: Environmental Strike Force Case Files

See sub-schedules for specific retention periods.

Documents complaints about possible criminal violations.

Department of Environmental Protection

I04-04 (a): Landmark or noteworthy cases
Permanent

I04-04 (b): Case referral and screening notes
Retain 10 years.

I04-04 (c): Non-investigated cases
Retain 10 years.

I04-04 (d): Investigated cases
Retain 20 years after case is closed.

I04-04 (e): Attorney General civil judgments
Retain 20 years.

I04-05: Environmental Licenses Site Professional (LSP) Licensing and Disciplinary

See sub-schedules for specific retention periods.

Documents related to the licensing and discipline of Hazardous Waste Cleanup Professionals.

I04-05 (a): Applicant and licensee files LSP) Licensing and Disciplinary

I04-07: Environmental Regulation and Licensing Records

Retain 15 years.

Documents the licensing, permitting, and subsequent status updating of buildings, facilities, or operations that could adversely impact the environment. Includes applications, site plans, operations and procedures reviews, testing, hazardous waste handling change of status forms, hazardous waste state generator registration forms, and related correspondence.

I04-08: Environmental Monitoring and Inspection Records

Retain 15 years.

Documents the ongoing monitoring of environmental conditions such as air emissions or water discharges to determine and document a facility's compliance status. Includes facility activity descriptions, operating status of pollution control equipment, test results, discharge monitoring reports, and recordkeeping evaluations.

I04-09: Environmental Investigation and Enforcement Records

Retain 15 years.

Documents the investigation into licensing violations or other activity adversely impacting the environment. Used to enforce the requirements of M.G.L. c. 21 as stated in M.G.L. c. 21A, § 16; C.M.R. c. 310, § 5.13; and M.G.L. c. 111, §§ 142A-142M. Includes notices of non-compliance, enforcement orders, penalty assessment notices, return to compliance documents, notice of enforcement conference, includes Ad judicatory hearings and related correspondence.

I05-01: Hazardous Waste Cleanup Cost Recovery Records

Retain 15 years after costs recovered or written off.

Documents DEP invoicing to recover costs incurred by the State in the cleanup of oil and/or other hazardous materials. Includes invoices, site specific reports, annual compliance fees support, and related correspondence.

I05-02: Federal Superfund Sites Records

Permanent.

Documents the cleanup of sites designated as Federal Superfund Sites on the National Priorities List (NPL). Superfund sites consist of the most toxic waste sites in the US. 31 had originally been identified in Massachusetts. Includes feasibility studies, proposed plans, remedial design, progress documentation, and delisting documentation.

I05-03: Hazardous Materials Right-To-Know Records

Retain 3 years.

Provides hazards information for the purpose of chemical spill and other emergency planning. Includes hazardous materials user lists, substances lists, and related other listings.

I05-04: Hazardous Materials Contingency Plan Records

Retain 15 years after inactive.

Documents facility plans to respond hazardous waste emergencies to prevent and minimize hazards to public health, safety, and the environment. Plans are reviewed during inspections, compliance reviews, and enforcement investigations. Includes plans, support materials, and related correspondence.

I05-05: Hazardous Waste Sites and Spills Records

Permanent.

Documents the process to apply for, maintain and/or delist (from National Priorities List) hazardous waste sites in compliance with Superfund site regulations. Includes applications, engineering plans, variances, log of materials deposited, and related correspondence.

I05-06: Contaminated Site Cleanup Records

See sub-schedules for specific retention periods.

Documents cleanups of involving hazardous waste spillage or leaks.

I05-06 (a): Summary reports

Permanent

I05-06 (b): All other records

Retain 10 years

I06-06 (c): Non-reportable

Retain 3 years.

Department of Environmental Protection

I07-03: Safe Water Act Investigation and Enforcement Case Files

Retain 6 years from final action.

Documents the investigation and enforcement of drinking water standards pursuant to Safe Drinking Water Act. Includes complaints, field notes, support materials, actions taken, and related correspondence.

I07-04: PWS H

I07-08: Water Supply Protection Program Records

See sub-schedules for specific retention periods.

Documents any programs set up to help locate and protect sources of drinking water. Programs include groundwater protection, aquifer land acquisition, wellhead protection, community technical assistance, drinking water compliance awards. Includes grant documentation, reports, general administration records, and related correspondence.

I07-08 (a): Award winners lists, water consumption reports, final reports and substantive X Q L T X H G D W D D Q G F R U U H P S R Q G H Q F H

I07-08 (b): All other records
Retain 6 years after grant or last activity.

I07-09: Water Supply Contamination Records

Retain 12 years.

Documents the monitoring of contamination or potential contamination of drinking water due to release of hazardous waste or other toxins into the environment. Includes federal superfund site reports, 21-E hazardous waste site monitoring records, and related correspondence.

I07-10: Water Emergency Program Records

See sub-schedules for specific retention periods.

Documents the declaration of Water Emergencies pursuant to 21G MGL 15, 17 as amended by 240 MGL Acts of 1989. Includes determination of emergency, water conservation plan, public notices and order letters of determination, reports, water conservation plan checklists, and related correspondence.

I07-10 (a): Central Office copy (DWP Boston)
Permanent.

I07-10 (b): Other DWP copies
Retain for active period plus 3 years.

I10: Well Driller Program Records

See sub-schedules for specific retention periods.

I10-01: Completion Reports

See sub-schedules for specific retention periods.

The submission of a Completion Report is required by St 1962, c513, the Well Driller submits these reports to the appropriate agency, they are generally one-page reports, and some are submitted with attached maps. Since 2000, the data from these reports has been entered into a database.

I10-01 (a): Paper reports
Permanent at office of deposit.

I10-01 (b): Database
Permanent at office of creator.

The submission of a Completion Report is required by St 1962, c513, the Well Driller submits these reports to the appropriate agency, they are generally one-page reports, and some are submitted with attached maps. Since 2000, the data from these reports has been entered into a MS Access database.

I10-02: Initial Registration Well Driller Application

Retain for the life of the driller.

This series includes: the driller's credentials, licensing test scores, social security number and or federal id number and affidavits.

I10-03: Renewal Applications

Retain 10 years.

The Well Driller Renewal Application is filed annually, and documents the well driller's pattern. These applications include the driller's social security number, and or federal id number, and copies of checks. This series is arranged by year then by renewal application number. This is a separate series from the Initial Application.

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I13-01: Project Submittals and Reviews

See sub-schedules for specific retention periods.

Pursuant to M.G.L. c. 30, §§ 61-62L, and regulations at 301 CMR 11.00, the MEPA Office reviews actions undertaken by proponents of projects that are within its jurisdiction because the proponent is an "Agency" as defined by MEPA, or Agency Permits, Land Transfers, or Financial Assistance are required for the project. MEPA review includes submission of an Environmental Notification Form (ENF), and in some cases, one or more Environmental Impact Reports (EIRs), to the MEPA Office, along with associated materials. Material changes to projects made after review of an ENF and/or EIRs may result in filing of a Notice of Project Change (NPC) with the MEPA Office, again with associated materials. ENFs, EIRs, and NPCs are published for public comment before the Secretary of Energy and Environmental Affairs (Secretary) issues a Certificate regarding each action. In addition, the MEPA Office has established Special Review Procedures (SRPs) for particular projects or categories of projects that may warrant distinct forms of review due to the nature or complexity of the project. In prior years, SRPs that apply to a particular category of projects were referred to as Generic EIRs (GEIRs).

I13-01 (a): ENF-only projects

Retain filings for 20 years from date ENF Certificate or NPC Certificate is issued.

Includes all project submittals and associated appendices, supplemental information, and site plans. Also includes all comment letters submitted to the MEPA Office during review of a project.

I13-01 (b): EIR projects and submittals filed pursuant to SRP, GEIR or other similar program

Retain filings for 40 years from date Certificate is issued on final MEPA review document or

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information, and site plans. Also includes all comment letters submitted to the MEPA Office during review of a project.

I13-01 (c): Projects deemed to have historical significance

Retain filings permanently.

Includes all project submittals and associated appendices, supplemental information, and site plans. Also includes all comment letters submitted to the MEPA Office during review of a project.

I13-01 (d): Secretary's Certificates

Retain permanently.

Includes Secretary's Certificates issued in relation to all project types.

I13-01 (e): Substantive notes and correspondence related to project reviews

Retain for 5 years after issuance of the Secretary's Certificate issued on final MEPA review

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memoranda, internal and external correspondence other than comment letters.

I13-02: Advisory Opinions and Requests for Advisory Opinions

See sub-schedules for specific retention periods.

Any person may request from the MEPA Office an Advisory Opinion (AO) regarding the interpretation of MEPA and MEPA regulations, or other matters outside the purview of individual project reviews.

I13-02 (a): Advisory Opinions

Retain permanently.

Includes the AO issued in response to a Request for Advisory Opinion (RAO).

I13-02 (b): Requests for Advisory Opinion

Retain for 20 years from date Advisory Opinion is issued.

Includes the RAO and supporting documentation, supplemental information, comments received during review of the request, and any formal correspondence with Agencies or the public.

I13-02 (c): Substantive notes and correspondence related to advisory opinions

Retain for 5 years after issuance of the Advisory Opinion

Includes substantive notes and correspondence related to AOs, such as interoffice memoranda, internal and external correspondence other than comment letters

I13-03: Fail Safe Determinations and Petitions for Fail Safe Review

See sub-schedules for specific retention periods.

Upon written petition by one or more Agencies or ten or more Persons, or at the initiative of the Secretary, the Secretary may order Fail Safe review of a project that otherwise would not be required to undergo MEPA review.

I13-03 (a): Fail Safe Determinations and Petitions for Fail Safe Review

Retain permanently.

Includes the Secretary's Fail Safe Determination and the Petition for Fail Safe Review and supporting documentation, supplemental information, comments received during review of the request, and any formal correspondence with Agencies or the public.

J01: Administration

See sub-schedules for specific retention periods.

J01-01: Uniform National Crime Reports

Retain 3 years.

Documents the production of federally mandated reports. Crime data are, for the most part, supplied by federal, state, and local law enforcement agencies to the FBI on a monthly basis. The FBI assembles, publishes, and distributes the data to contributing agencies, state UCR programs, to government bodies, and to others interested in the nation's crime problem.

J01-02: Crime Reports

See sub-schedules for specific retention periods.

Documents reports of crimes as sent to State Crime Office.

J01-02 (a): Murder reports

Permanent.

J01-02 (b): All other reports

Retain 10 years.

J01-03: Special Events and Activities Records

See sub-schedules for specific retention periods.

Documents the agency's role in the caring out of special events or activities such as parades, sporting events, or concerts. Includes planning documentation, logistical reports, incident reports, narrative and summary reports, and related correspondence.

J01-03 (a): Summary reports

Permanent.

J01-03 (b): All other records

Retain 3 years or until administrative use ceases, whichever period is longer.

J01-04: Emergency Planning and Response Records

See sub-schedules for specific retention periods.

Documents planning and reaction to major emergency or disaster situations. Includes plans, background support materials, and related correspondence. Documents official reaction to disasters and emergencies. Includes incident reports, field reports, notes, and related correspondence.

J01-04 (a): Summary reports and substantive correspondence

Permanent.

J01-04 (b): All other records

Retain 6 years.

J01-05: Criminal History Files

Permanent.

Includes information collected on subjects such as arrests, detentions, convictions, acquittals, indictments, corrections history, fingerprints, photographs, and related correspondence.

J01-06: Sexually Dangerous Person Case Files

Retain 35 years.

Documents petitions for release of sexually dangerous persons. Includes pleadings, legal research, psychiatric records, investigator materials, and correspondence.

J02: Licensing and Regulation

See sub-schedules for specific retention periods.

Public Safety Agencies

J02-01: Special Licenses and Permits Records

Retain until expiration of license.

Documents special licenses and permits such as firearms license to sell and carry, permits and registrations, private detective licenses, gunsmith licenses.

J03: State Police records

See sub-schedules for specific retention periods.

J03-01: Death Investigations and Reports Records

Permanent.

Documents investigations into sudden or unexplained deaths. Includes death reports, investigation work product, and related correspondence.

J03-02: Criminal Investigation Case Files

See sub-schedules for specific retention periods.

Documents investigations pursued for the purposes of obtaining evidence relating to criminal acts in the Commonwealth. Includes police reports, field interrogation and observation reports, investigation notes and research data, evidence, attorney notes, and related correspondence.

J03-02 (a): Any cases involving noteworthy persons or which set precedent
Review by the Archives after retention period has elapsed.

J03-02 (b): Death cases such as homicides, suicides and sudden or unattended death

J03-06: Automated Resource Locator (ARL) Data
Retain until Administrative Use ceases.

J03-07: Body Worn Camera (BWC) and Cruiser Mounted Camera (CWC) Footage
See sub-schedules for specific retention periods.

All Body Worn Camera and Cruiser Mounted Camera footage captured by Department cameras. Any BWC/CWC footage that resulted in an investigation that is still open/pending shall not be deleted/destroyed. Similarly, no BWC/CMC footage or recordings shall be destroyed until all known appeals and/or related litigation is exhausted and closed.

J03-07 (a): Death Investigation
Retain permanently.

J03-07 (b): Motor Vehicle Accidents Resulting in Death
Retain permanently.

J03-07 (c): Sexual Assault/Abused Person
Retain permanently.

J03-07 (d): Use of Force
Retain 10 years.

J03-07 (e): Felony
Retain 10 years.

J03-07 (f): Misdemeanor
Retain 6 years.

J03-07 (g): Motor Vehicle Accident with Personal Injury
Retain 3 years.

J03-07 (h): Investigate Person - member responding to call
Retain 3 years.

J03-07 (i): Investigate Premise - member responding to call
Retain 3 years.

J03-07 (j): Significant Event - Public Safety
Retain 3 years.

J03-07 (k): Traffic Stop
Retain 3 years.

J03-07 (l): Member initiated encounter/Field Interview Observation (FIO)
Retain 3 years.

J03-07 (m): Motor Vehicle Accident with Property Damage only
Retain 1 year.

J03-07 (n): No Report – Dispatch / On Site
Retain 1 year.

J03-07 (o): Civilian Transport without arrest
Retain 1 year.

J03-07 (p): Test/Training
Retain 1 year.

J04: State Police Shift records

See sub-schedules for specific retention periods.

J04-01: Missing Persons Reports Records
Retain while active plus 6 years.
Documents reports of missing persons.

Public Safety Agencies

J04-02: Evidence and Property Control Records

See sub-schedules for specific retention periods.

Documents the control of evidence, confiscated materials, and lost and found materials. Includes chain of custody logs and sheets, controlled substances seizure reports, Notice of Sale of Unclaimed Property Control, disposal certifications, and related correspondence.

J04-02 (a): Murder and rape evidence

Retain 50 years.

J04-02 (b): All other evidence

Retain 6 years after case and appeals closed.

J04-02 (c): Found or confiscated property

Retain 1 year.

J04-03: Crime Scene Documentation Records

See sub-schedules for specific retention periods.

Documents the recording of crime scenes through photography and fingerprint taking.

Public Safety Agencies

J04-09 (c): Sexual assault records
Retain 15 years after final appeal.

J04-09 (d): All other records

J05-02 (b): Non-criminal activity testing
Retain 1 year after analysis.

J05-03: Forensic Lab Reports
Retain 15 years.

Documents lab work relating to the identification of confiscated drugs or crime scene analysis. Includes chain of custody receipts and logs, samples for analysis, laboratory test reports and results, and related support materials and correspondence.

J05-04: Medical Examiners Autopsy Case Files
See sub-schedules for specific retention periods.

Documents the investigation process to determine the cause of death where an individual met death by violence, such as suicide, murder, gunshot, automobile accident, under the authority of 38 MGL 6,7. Includes history sheet describing medical history and fatal incident, hospital and police reports, final Autopsy Report, a detailed narrative describing the examination, drawings, and examiner's conclusions.

J05-04 (a): Medical Examiner's copy
Permanent.

J05-04 (b): District Attorney's copy
Retain 50 years.

J06: Department of Fire Services

See sub-schedules for specific retention periods.

J06-01: Massachusetts Fire Incident Reports
Retain 7 years.

Documents reports from Fire Chiefs to State Fire Marshal regarding all fires with a dollar loss or human casualty as required by M.G.L. c. 148, § 2.

J06-02: Massachusetts Burn Injury Reports
Retain 7 years.

Documents reports by treating Physicians of burns involving 5% or more of the body surface as required by M.G.L. c. 112, § 12A.

J06-03: Massachusetts Property Insurance Loss Reports
Retain 7 years.

Documents reports by insurance companies regarding claims of \$1,000 or more for structure as required by M.G.L. c. 148, § 32.

J06-04: Massachusetts Burned/Recovered Motor Vehicle Reports
Retain 7 years.

Documents the compilation of reports pursuant to M.G.L. c. 266, § 29B.

J06-05: Fire Services Statistical Reports
Permanent.

Documents the compilation of reports and data received by the Department of Fire Services.

J06-06: Self Service Gas Station Records
Retain 10 years.

Documents relative to the approval of self-service gas stations to include site plans, permits, licenses and related documents.

J06-07: Above Ground Storage Tank Records
Retain for the life of the tank plus 6 years.

Documents relative to the above ground storage tanks to include application, approval and related documents

J06-08: Marine Fueling Facilities Records

Retain 10 years.

Documents relative to marine fueling to include permits, licenses and related documents.

J06-09: Professional Certification and Licensing Records

See sub-schedules for specific retention periods.

Documents the application of individuals to engage in fireworks, special effects displays, cannon and mortar operations, blasting operations, users and possessors of explosives or black/smokeless powder, pyrotechnic, on-demand mobile refueling, commercial cooking exhaust operations, fire suppression system testing, and maintenance activities. Includes applications, test scores, supporting documents, renewal documents, and background checks.

J06-09 (a): Initial application and supporting documentation

Retain 10 years after date of initial application.

J06-09 (b): Exams and testing materials

Retain 3 years.

J06-09 (c): Renewal documents and supporting documentation

Retain 10 years after date of license or certificate renewal.

J06-09 (d): Background checks

Retain 3 years after completion of background check.

J06-10: Fire Marshal Inspection Records

See sub-schedules for specific retention periods.

Documents regulatory and statutory inspections of facilities, equipment or individuals certified, permitted, or licensed by the State Fire Marshal.

J06-10 (a): Fire inspection - Innholder licenses

Retain 5 years.

J06-10 (b): Portable firing trailer inspection and electronic firing panel records

Retain 5 years.

J06-10 (c): Cargo and transfer tank inspection records

Retain 5 years.

J06-11: Fire Code Investigation Records

See sub-schedules for specific retention periods.

Documents investigations conducted by civilian compliance officers relating to alleged or actual fire code violations.

J06-11 (a): Cases involving noteworthy persons or a death

Permanent.

J06-11 (b): Investigations resulting in administrative action (to include citations, lic H Q V H U H Y R F D W L R Q R U V X V S H Q V L R Q

Retain 6 years after date of last administrative action.

J06-11 (c): Investigations not resulting in administrative action

Retain 3 years after investigation.

J06-12: Code Compliance and Enforcement Desk Call Log

Retain 5 years.

Documents relative to inquiries received by Code Compliance and Enforcement Unit.

J06-13: Automatic Sprinkler Appeals Board Records

Retain 3 years.

Documents appeals filed with the Automatic Sprinkler Appeals Board to include applications, hearing notices, exhibit lists, hearing lists, hearing records and case decisions pursuant to M.G.L. c. 6, § 201.

Public Safety Agencies

J06-14: Fire Prevention Regulations Appeals Board Records

Retain 3 years.

Documents appeals filed with the Fire Prevention Regulations Appeals Board to include applications, hearing notices, exhibit lists, hearing records and case decisions pursuant to M.G.L. c. 22D, § 5.

J06-15: Firefighting Academy Course and Curriculum Records

See sub-schedules for specific retention periods.

Documents the training of Massachusetts and out-of-state firefighters. Includes course description, course curriculum, session rosters, and related course documentation.

J06-15 (a): Record of scheduled sessions and course descriptions
Permanent.

J06-15 (b): Instructor training manuals, lesson plans, syllabi and grading rubrics
Permanent.

J06-15 (c): Curriculum development records to include course planning documents
Retain 10 years.

J06-15 (d): All other course or session documents
Retain 3 years after program end date.

J06-16: Firefighting Academy Student Records

See sub-schedules for specific retention periods.

Documents the application, admission, training histories of recruit and in-service students, medical and injury reports, testing, evaluation and certification records, and related documents.

J06-16 (a): Student application, admission and course registration records
Retain 75 years from date of application, admission and/or registration.

J06-16 (b): Training histories of recruit and in-service students
Retain 75 years from date of course completion.

J06-16 (c): Medical and injury reports of recruit and in-service students
Retain 75 years from date of injury.

J06-16 (d): Testing and evaluation records of recruit and in-service students
Retain until six months after separation from program.

J06-16 (e): Recruit and in-service student certification records
Retain 75 years from date of certification.

J06-16 (f): All other student records
Retain 3 years after program end date.

J06-17: Massachusetts Hazardous Materials Response Incident Files

Permanent.

Documents responses by the Massachusetts Hazardous Materials Response Team to include incident information, costing information, personnel information, information regarding the responsible party and all related documents.

Public Safety Agencies

J07-01: Inmate Commitments/Discharges Logs and Indexes

25 years upon final release.

Documents the posting of inmate commitments and discharges for the institution.

Includes commitment and/or discharge logs or registers, and register index cards.

J07-02: Inmate Booking Records

25 years upon final release (life of the six-part folder)

Documents the official booking and registration of an individual inmate. Includes initial booking sheets, and fingerprint cards.

J07-03: Inmate and Detainee Personal Property Records

Retain 3 years after final release.

Documents inmate and detainee personal property received in, sent out, stored, or in the possession of. Includes property sheets, changes, and related correspondence.

J07-04: Inmate Account Records

Retain 3 years.

Documents any inmates personal monies or savings kept under their own account for

J08-01: Shift Commanders Daily Reports/Package

Retain 7 years.

Documents shift activity, significant occurrences, security shift post/daily assignments, time off, etc. for that specific day for all 3 shifts. Includes shift reports, significant occurrences, incident reports, disciplinary reports, master shift rosters, roll call information, daily activities, and related materials.

J08-02: Unit Log Books

Retain 10 years.

Documents the daily activities in institution units such as inmate movement into and out of unit and incidents.

J08-03: Shift Post Orders

Retain 7 years.

Documents instructions to guide staff in the performance of their duties. Orders are signed off by individual staff each shift.

J08-04: Shift Assignment Bid and Swap Records

See sub-schedules for specific retention periods.

Documents the completion of swap slips by staff members requesting to swap one of their shifts with another staff member with the understanding that each staff member is responsible to cover each other's shift. Also documents security staff bidding on an available shift and days off, or available job, or vacation week that becomes available. Includes swap slips, swap log books, bid slips, and time-off log books.

J08-04 (a): Swap slips

Retain 1 year.

J08-04 (b): Swap Log Books

Retain 5 years.

J08-04 (c): Bid slips

Retain 1 year.

J08-04 (d): Time-off Log Books

Retain 5 years.

J08-05: Dietary and Meal Records

Retain 3 years.

Documents the provision of food and meals to persons under RG0 - ber with thdint si facilinstitis shift re208 TD (by ir

J08-10: Mittimus Records

See sub-schedules for specific retention periods.

Consists of court writs instructing the jailor to hold the prisoner.

J08-10 (a): When kept in the inmate six-part folder
25 years upon the final release (the life of the six-part folder)

J08-10 (b): When not kept in the inmate six-part folder
Retain 6 years upon release.

J08-11: Habeas Corpus Records

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

Documents court orders requesting the presence of an inmate.

J08-12: Code or Alert Records

Retain 3 years.

Documents routine events requiring emergency response such as medical incidents, fights, or small fires.

J08-13: Use of Force Reports/Package

Retain 10 years.

Documents the use of force by employees within DOC. Includes use of force reports, incident and reports, summary from shift commander, cover letter from Superintendent to Special Operations, and applicable video.

J08-14: Corrections Emergency Planning and Response Records

See sub-schedules for specific retention periods.

Documents planning and reaction to emergency or disaster situations. Includes plans, background support materials, and related correspondence. Documents official reaction to disasters and emergencies. Includes incident reports, field reports, notes, follow-up, final reports, and related correspondence.

J08-14 (a): Summary reports and substantive correspondence
Permanent.

J08-14 (b): All other records
Retain 10 years.

J08-15: Urgent Matter Reports

See sub-schedules for specific retention periods.

Documents filing of reports with the Secretary of State's office regarding public safety communications relating to major emergencies or events such as riots, escapes, or serious injury to or by department personnel.

J08-15 (a): Secretary of State copy
Permanent.

J08-15 (b): Commissioner's copy
Permanent.

J08-15 (c): Other copies within Public Safety
Retain 10 years.

J08-16: Certification and Notification Records

Retain 4 years.

Documents notifications to certified petitioners of changes in inmate incarceration status such as lower security transfer, escape, release, or death.

Public Safety Agencies

J09-07: Shift Commanders Daily Reports/Package

Retain 5 years.

Documents shift activity, significant occurrences, security shift posts/daily assignments, etc.

J09-08: Mittimus Records

Retain 6 years after release.

Consists of court writs instructing the jailor to hold the prisoner.

J10: All Sheriffs

J10-01: Annual Report to the Commissioner

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

This is an annual report to the Department of Corrections, pursuant to M.G.L. c. 127 § 10; C.M.R. c. 103, § 915.14.

J10-02: Application to Conduct Social Research

Retain 5 years after request.

This series is to record and provide access to inmate's records pursuant to M.G.L. c. 127, §§ 1A, 1B; M.G.L. c. 127 §§ 1(d), 1(q); C.M.R. c. 103, § 918.02.

J10-03: Arsenal Log

Retain 5 years after date of last entry.

This series is used to record items in the arsenal and identify the personnel who received them.

J10-04: Calendar of Inmates (Inmate log or Convict Register)

Transfer to Archives for Selective Retention.

This series is used to track admittance and activity of inmate, pursuant to M.G.L. c. 126, § 5; M.G.L. c. 127 § 4rd itg6T 1 1 Tf h<Ts0ththem.

Public Safety Agencies

J10-12: Industries Records

Retain 1 year after audit.

This series is used to record the activities of industries pursuant to M.G.L. c. 127, § 51.

J10-13: Inmate Cash Receipts

Retain 1 year after completion of audit following release.

This series records the amount of money in the possession of an inmate upon commitment pursuant to M.G.L. c. 127, § 3.

J10-14: Inmate Personal Property Record

J10-23 (b): Duplicate Microfilm

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

J10-24: Personnel Trap Log

Retain 5 years after date of last entry.

This series is used to record people entering and exiting the institution M.G.L. c. 103, § 924.01.

J10-25: Petitions to Visit

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

This series is used to record and identify people requesting to visit an inmate pursuant to M.G.L. c. 126, § 16.

J10-26: Photographs

Retain 10 years until superseded.

This series is to provide a photographic record of the inmate's appearance at time of Incarceration pursuant to M.G.L. c. 127, §§ 23, 28.

J10-27: Procedures Manual

Transfer to archives for selective retention.

This series is used to the detailed operating procedures for the institution pursuant to C.M.R. c. 103, § 924.01.

J10-28: Reports of Noncompliance

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

This series is used to record violations of Department of Corrections regulations noted during state inspections of institution pursuant to M.G.L. c. 127, § 1B.

J10-29: Transportation Log

Retain 5 years after date of last entry.

This series is used to record the condition and use of security transport vehicles.

J10-30: Vehicle Trap Log

Retain 5 years after date of last entry.

This vehicle is used to record vehicles entering and departing the institution.

J10-31: Visitors Cards

Retain 5 years after release or termination of parole.

This series is used to record the name, relationship, or purpose of person visiting an inmate pursuant to M.G.L. c. 127, § 36.

J10-32: Visitors Log

Retain 5 years after date of last entry.

This series is used to record all visitors to the institution pursuant to M.G.L. c. 127, §§ 36, 37.

J10-33: House of Correction records

Retain 25 years after release.

J10-34: Detainee records

Retain 3 years after final release.

Non-criminally sentenced individuals.

J10-35: Civil Commitments

Retain 5 years after release.

J11: Municipal Police Training Committee

See sub-schedules for specific retention periods.

Administrative Records

See sub-schedules for specific retention periods.

J11-20: MPTC Action Notice
Retain 25 years

J11-21: MPTC Separation Notice
Retain 25 years

After Action Report Cover Letter Package

See sub-schedules for specific retention periods.

J11-08: Basic Recruit White Card / Yellow Reserve Card
Retain Permanently

Committee records

See sub-schedules for specific retention periods.

J11-23: Disciplinary Hearing Decision Letters
Retain 25 years

J11-24: Disciplinary Hearing Files
Retain 25 years

Course and Curricula records

See sub-schedules for specific retention periods.

J11-26: All Student Officer and Instructor Manuals
Retain permanently

J11-27: Certification Report - Overall fitness evaluation
Retain 75 years

J11-28: Class Rankings and GPAs
Retain 75 years

J11-29: Class Schedule
Retain 75 years

J11-30: Curriculum Development Records
Retain 10 years

J11-31: Evaluation Sheets
Retain 3 years

J11-32: Lesson Plans
Retain permanently

J11-33: Staff Instruction Logs
Retain permanently

J11-34: Tests, Quizzes, and Answer Keys
Retain 3 years

Fiscal

See sub-schedules for specific retention periods.

J11-25: Police Corps Records
Retain Permanently

Recruit and Reserve Academy Forms

See sub-schedules for specific retention periods.

J11-11: Emergency Procedures
Retain 3 years post graduation

J11-12: Firearms Questionnaire
Retain until graduation

J11-13: Illness / Injury Report
Retain 25 years

J11-14: To / From Disciplinary Memorandums
Retain 25 years

J11-15: Hearing Decision
Retain 25 years

J11-16: Exemptions
Retain 25 years

J11-17: Waivers
Retain 25 years

J11-18: Formal Advisory
Retain 10 years

Recruit Officer Training Application Package
See sub-schedules for specific retention periods.

J11-01: Recruit Officer Course Training Application
Retain 50 years

J11-02: MPTC Waiver, Release and Indemnification Agreement
Retain 50 years

J11-03: Medical Examination Form / Initial Hire Medical Standards (MPTC Copy)
MPTC retains their copy until graduation of recruit; Record copy held by the Human Resources Division.

J11-04: HRD Official Results of Police Physical Ability Test (MPTC Copy)
MPTC retains their copy until graduation of recruit; Record copy held by the Human Resources Division.

J11-05: MPTC Modified Health and Wellness Log
Retain 25 years

J11-06: Recruit Officer Fitness Self Assessment (PT Instructor)
MPTC retains their copy until graduation of recruit

J11-07: Mandatory Daily Health and Wellness Log
Retain 25 years

Reserve
See sub-schedules for specific retention periods.

J11-09: Letter of Authorization
Retain 50 years

J11-10: Roster Form TC-1
Retain 50 years

Training and Instructor Manuals and Materials
See sub-schedules for specific retention periods.

J11-19: Academy Policy and Procedures
Retain Permanently

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K02-09 (a): Statewide Head Injury Program Case Files
Retain 25 years after case closure.

K04-01: Patient Autopsy Records

See sub-schedules for specific retention periods.

K05-01: Birth Index

Permanent.

Consists of birth indexes to birth returns.

K05-02: Birth Returns

Permanent.

Documents the official recording of all births in Massachusetts as reported to the Registry of Vital Records. Includes registers, transcribed certificates, copies of certificates, or any other formatted information that officially captures birth information for the Commonwealth.

K05-03: Birth Certificate Risk Data Consent Forms

Retain until entered onto Registry of Vital Records First Link data base, then destroy.

Documents mother consents to have birth risk data forwarded to be assessed for service needs.

K05-04: Marriage Index

Permanent.

Consists of marriage indexes to marriage returns.

K05-05: Marriage Returns

Permanent.

Documents the official recording of all marriages in Massachusetts as reported to the Registry of Vital Records. Includes registers, transcribed certificates, copies of certificates, or any other formatted information that officially captures marriage information for the Commonwealth.

K05-06: Death Index

Permanent.

Consists of death indexes to death returns.

K05-07: Death Returns

Permanent.

Documents the official recording of all deaths in Massachusetts as reported to the Registry of Vital Records. Includes registers, transcribed certificates, copies of certificates, or any other formatted information that officially captures death information for the Commonwealth.

K05-08: Live Birth Certificates R3

See sub-schedules for specific retention periods.

Documents the indexing or other compiling of live birth information for reference or statistical purposes and not for official recording purposes.

K05-08 (a): Final index or compilation

Permanent.

K05-08 (b): All other records

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

K05-09: Change of Name Reports R600

See sub-schedules for specific retention periods.

Documents the indexing or other compiling of name change information for reference or statistical purposes and not for official recording purposes.

K05-09 (a): Final index or compilation

Permanent.

K05-09 (b): All other records

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

K06-01: Drug Reaction, Adverse Records

Retain 3 years.

Documents reactions to medications and drugs.

K06-02: Mental Health Inpatient Files

See sub-schedules for specific retention periods.

Documents the inpatient care of individuals for mental health care in state facilities. Includes commitment papers and background support documentation, medical charts, progress reports, evaluations, and related correspondence. Also, any other materials considered part of the

individual's

medical record.

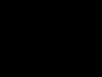
K06-02 (a): Files from historically significant cases and treatment modalities and

statistica

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K06-14 (c): Departmental Case File

Retain 6 years after final case activity including any referred case activity.

K06-14 (d): Central Office of Investigations File

Retain 6 years after final case activity including any referred case activity.

K06-14 (e): Cases involving children

Retain 6 years after child reaches age 22 and after final case activity including any referred case activity. If age of child cannot readily be determined: Retain 30 years.

K06-15: MH Forensic Evaluation Records

See sub-schedules for specific retention periods.

Documents forensic mental health services provided by the Department of Mental Health including evaluations performed (and supporting materials) by DMH pursuant to court orders or statutory mandate.

K06-15 (a): Court ordered evaluations and parole reports/evaluations

Retain 10 years after latest evaluation.

K06-15 (b): Forensic Transition Team Records

Retain 6 years, where not otherwise part of a DMH record.

Forensic Transition Team Records. Mandatory Forensic Reports, MI/PSB reports, and Jail Treatment Reports: Documents forensic mental health services provided by the Department of Mental Health including evaluations performed (and supporting materials) by DMH pursuant to court orders or statutory mandate.

K06-16: External Reviews

Retain 4 years after case closure.

Documents the appeals filed by consumers under MGL chapter 1760. Includes patient demographic information, patient medical records, health plan grievance files, and supporting documentation from physicians and other clinicians, decisions by the external review agencies.

K06-17: Managed Care Inquiries Through the Office of the Managed Care Ombudsman

Retain 2 years after case closure.

This series documents inquiries filed by consumers regarding health plan denials of care appeals for services. Includes records of phone calls, facsimiles, copies of bills, medical records and related correspondence.

K06-18: Health Plan Inspections

See sub-schedules for specific retention periods.

OPP periodically conducts random c

K06-19 (b): All other reports
Retain 3 years.

K07-01: Pharmacy and Prescriptions Records

Retain 3 years.

Documents the filling of individual prescriptions for patients. Includes prescriptions, inventories, and related logs, reports, and correspondence.

K08-01: Insurance Policies and Rate Setting Records

See sub-schedules for specific retention periods.

Documents rate setting for health care and insurance programs.

K08-01 (a): Hearing Transcripts
Permanent.

K08-01 (b): All other records
Retain 10 years.

K08-02: Social Needs Assessments Reports

Permanent.

Documents assessments for planning and policy determinations.

K08-02 (a): Hearing Transcripts
Permanent.

K08-02 (b): All other records
Retain 10 years.

K08-03: Program Monitoring and Review Records

Retain 3 years.

Documents the monitoring of programs and individual case work to insure quality care. Includes sampling studies, interviews, field notes, statistical reports, notes, recommendations, and related correspondence.

K08-04: Medical Rate Setting Case Files

See sub-schedules for specific retention periods.

Documents the setting of rates to be paid to providers of health services such as Medicaid and other state insurance programs and to determine charges for state care and services. Includes hearing transcripts, public comment, and related correspondence.

K08-04 (a): Final hearing transcripts
Permanent.

K08-04 (b): All other records
Retain 10 years.

K08-05: Service Provider Monitoring and Investigation Records

Retain 3 years.

Documents the monitoring of contracted service providers for the state.

Bureau of Professional Licensure

B04-05: Professional Licensure and Certification Records

See sub-schedules for specific retention periods.

Documents the process to grant licenses or certifications to professionals. Includes applications, testing documentation, background support materials, and related correspondence.

B04-05 (a): Applications Granted by Board

Retain portion of application file which contains CORI (Criminal Offender Record Information) for six years after date of license award; retain remainder of original filing or electronic copy for 40 years after date of license award.

B04-05 (b): Applications Incomplete or Withdrawn by Applicant

Retain 3 years from last activity.

B04-05 (c): Applications Denied by Board

Retain 3 years from last activity.

B04-05 (d): Applications where Board granted Partial Credit

Retain 3 years from last activity.

B04-05 (e): Applications for Renewal

Retain original or electronic copy 6 years from cash date.

B04-05 (f): General Correspondence including Continuing Education Audit and Quest L R Q Q D L U H

Retain original or electronic copy one renewal cycle.

B04-08: Substance Use Monitoring Program Records

See sub-schedules for specific retention periods.

Documents the participation by licensed professionals in substance use disorder rehabilitation programs conducted by the Board of Registration in Nursing pursuant to M.G.L. c 112 § 80F and by the Board of Registration in Pharmacy pursuant to M.G.L. c. § 112 24H. Includes applications, evaluations, assessments, monitoring reports, testing results, and related correspondence.

B04-08 (a): Records of participants who successfully complete the program

Retain 7 years from date that licensee successfully completes program.

B04-08 (b): Records of participants who withdraw from the program or are terminated H G I R U Q R Q F R P S O L D Q F H

Retain 15 years from date that the licensee's participations in the program ends.

B05-04: Complaints, Investigations, and Hearing Records

See sub-schedules for specific retention periods.

Documents complaints received and/or investigated relating to unregulated activities. Complaint types include regulatory non-compliance, fraud and program abuse, administrative process, and citizen requests for services. Includes intake documentation, complaint forms, interview notes, hearing transcriptions, investigation reports, appeals, hearing proceedings, and

B05-04 (a): Abandoned, incomplete, non-jurisdictional, withdrawn, or dismissed com S O D L Q W V Retain 3 years.

B05-04 (b): Routinely resolved complaints

Retain 3 years.

B05-04 (c): Landmark or policy setting cases

Retain entire file permanently.

B05-04 (d): Records not otherwise defined
Retain 6 years after final resolution.

K09-01: Infectious Disease Case Files

See sub-schedules for specific retention periods.

Documents Department of Publ5.5048000300ga3w78 7iase Case Files

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K09-06 (c): All other records
c): All other records

K09-12 (a): Candidate exam sheets
Retain 1 year.

K09-12 (b): All other records
Retain 6 years.

K09-13: Community Based Services Case Files

See sub-schedules for specific retention periods.

Documents individuals serviced by programs created to provide public health services to local communities. Includes needs assessments and profiles, services case files, and related correspondence.

K09-13 (a): Children's files
Retain 20 years after discharge or final treatment.

K09-13 (b): All other case files
Retain 6 years after close.

K09-13 (c): Denied or withdrawn applicants files
Retain 3 years.

K09-14: Epidemiology Case Records

Retain 30 years.

Documents the positive results of communicable reportable diseases. Test results of communicable diseases: Malaria, Typhoid, Measles, Mumps, Rubella, Leprosy, Salmonellas, Rabies, and Encephalitis. Doctors and hospitals submit samples.

K09-15: Report of Infectious Diseases

Retain 7 years.

This is a record of incidence of infectious disease reported by a doctor, laboratory, clinic or hospital. These reports from the Boards of Health of cities and towns listing: name, data, age, sex, address and disease. Towns list them alphabetically.

K09-16: Forensic Test Results

Retain 10 years.

These results confirm identity of drug samples confiscated by police. This information may be used in court proceedings to support testimony of a chemist. They are mass spectra of drug analyses. Laboratory number identifies them. This series includes any electronic records.

K09-17: Initial EMT Certification Files

Retain 3 years.

Documents the certification of basic and advanced EMTs and tracks testing performance, which also includes challenge and reinstatement candidates pursuant to 105 CMR 170.000. This series includes memos correspondence, application forms and fees, exam answer sheets, exam group rosters, reinstatement applications and exam challenge applications. Arranged numerically.

K09-18: Initial Course Approval Files

See sub-schedules for specific retention periods.

Documents approved courses for initial certification of basic and advanced EMTs pursuant to 105 CMR 170.900. This series includes: application forms, letter of approval, and class roster. Arranged numerically.

K09-18 (a): Application forms, letter of approval and class roster
Retain 3 years.

K09-18 (b): Candidate exam sheets
Retain 1 year.

K09-19: Recertification Application Files

Retain 2 years from expiration date.

Documents the rectification of basic and advanced EMTs pursuant to 105 CMR 170.900. This series includes: memos, correspondence, application form and fee, CPR card, special credit letters, and discrepancy letters. Arranged alphabetically.

K09-20: Continuing Education Files

Retain 3 years.

This series documents the approved training programs for EMTs pursuant to 105 CMR 170.960. Included in this series are: memos, correspondence, application for a course, course approval notice, roster of course attendees, and EMT numbers. Arranged numerically.

K09-21: Ambulance Licensing Files

Retain 7 years.

This series documents license ambulance services and certify ambulances pursuant to MGL c. 111C and 105 CMR 170.200. Included in this series are: memos, correspondence, applications for licenses/renewals and fee, inspection reports, and copies of licenses. Arranged alphabetically.

K10-01: Resident Death Report Records

Permanent.

Documents deaths of residents under the care of a state institution.

K10-02: Restraint and Seclusion Records

Retain 3 years.

Documents forcible restraint and/or seclusion of patients.

K10-03: Death Records

Permanent.

Documents deaths of individuals. Includes doctor's report, death certificates, logs and registers, and related correspondence.

K10-04: Ambulance Trip Institutional Records

Retain 3 years.

Documents movement of patients to or from facility.

K10-05: Birth Records

Permanent.

Documents the recording of the birth of individuals. Includes standard certificates of live birth, corrections, logs and registers, and related correspondence.

K10-06: Shift Code Emergency Response Records

See sub-schedules for specific retention schedules.

Documents any emergencies taking place during a shift where a code was called. Includes incident reports, notes, and related correspondence.

K10-06 (a): Summary documentation

Permanent.

K10-06 (b): All other records

Retain 10 years.

K10-07: Shift Reports

Retain 3 years.

Documents the activities of shifts. Includes logs, inspection reports, inventories, shift reports, and related correspondence.

K10-08: Visitors Records

See sub-schedules for specific retention periods.

Documents visitors to institutions to see patients.

K10-08 (a): Where patient files are permanent

Permanent, where patient files are kept as permanent.

K10-08 (b): Where patient files are not permanent

Retain 3 years.

K10-09: Intern and Resident Training Records

Retain 6 years after separation.

Documents the training files of interns and resident doctors.

K10-10: Daily Census

See sub-schedules for specific retention periods.

Documents the recording of the number of institutionalized persons.

K10-10 (a): Summary data reports
Permanent.

K10-10 (b): All other records
Retain 3 years.

K10-11: Paramedics Communication Logs

Retain 1 year.

Documents communications between ambulances and paramedics and the institution.

K11-09: Blue Cross Blue Shield Contracts

Retain 10 years.

This series is made up of Blue Cross Blue Shield contracts with Ambulatory Care providers.

K11-11: Credit and Collection Policies

Retain 10 years.

This series includes Acute Hospitals Credit and Collection Procedures.

K11-12: UCP and Health Safety Net Audits

Retain 10 years.

K11-14: Substance Abuse Treatment Program Licensing Records

See sub-schedules for specific retention periods.

Documents the process to license treatment programs. Includes applications, inspection reports, deficiency correction orders, background support materials, license approvals and related correspondence.

K11-14 (a): Summary list of licenses

Permanent.

K11-14 (b): All other records

Retain 6 years.

K11-15: Alcohol and Drug Counselor Records

See sub-schedules for specific retention periods.

Documents the process to grant licenses to alcohol and drug counselors. Includes applications, background support materials and related correspondence.

K11-15 (a): Original filing and summary filings

Retain original filing and a summary of subsequent filings for the potential licensing period of

O01: Unit and Community Records

See sub-schedules for specific retention schedules.

O01-01: Client Sign In Sheets

Retain until administrative use ceases. Permission from RCB not required for destruction.
Documents clients reporting to district offices and programs

O01-02: Daily Census and Daily Bed Counts

Retain until administrative use ceases. Permission from RCB not required for destruction.
Documents the clients on each unit including: name, date of birth, date of admittance, race, commitment date, region, level, and projected discharge.

O01-03: Drug Testing Results

Primary copy: retain in client file. See record series "O2-1 Client Files"
Documents drug testing results of clients.

O01-04: Electronic Monitoring (ELMO) Reports

Primary copy: retain in client file. See record series "O2-1 Client Files"
Documents electronic monitoring tracking of client.

O01-05: Fire Safety Reports

Retain 5 years.
Documents fire drill reports at programs and facilities, weekly and monthly fire report inspections.

O01-06: Intake and Discharge Logs

Retain 10 years.
Documents clients in DYS units including their names, charges, prior placements and staff involved in the intake and discharge. Also documents medical information.

O01-07: Internal Investigative Reports

Retain 15 years.
Documents the filing of 51As and 51Bs, Internal Reviews, Incident Reports, Witness Statements, Internal Investigations and subsequent Corrective Action Plans.

O01-08: Licenses and Certificates

Retain 5 years.
Documents licenses for each DYS facility including Department of Early Education and Care, Department of Public Safety, Fire Department Inspections, Department of Public Health, Building Inspections, and Servsafe.

O01-09: Medical Log

Retain 45 years after discharge.
Documents all medical information about clients in DYS units including medication orders, schedules for any medications, dressing changes, or other treatments, potential side effects, allergies, cautions and other important information about a client's health status, medications received and destroyed, and name of staff involved in receipt and destruction, clinical treatment and all clinical notes.

O01-10: Medical Files

Retain 45 years after discharge.
Documents the treatment of clients including regular medical visits, hospital visits, dental visits and routine medical care. Includes prescription records, immunization records and clinical notes.

O01-11: Summary of Consultations

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents Minutes included from staff, supervisor, clinical, educational consultations that are not public bodies.

O01-12: Monthly Reports - Facilities

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the program name, Agency name, Director, Supervisor, report period, client groups conducted, client groups cancelled, clinical services, educational days cancelled, vocational programming, recreational programming, religious programming, community services, special events/ activities, visits, mail, phone calls, food services, complaints and investigations, medical services, psychotropic meds on last day of the month, medication occurrences, off site medical/dental appointments, program group meetings, community connections, fire drills, unit lockdowns, shakedown, and searches, emergency calls to program, safety inspections, unannounced visits by management, assistance calls, staff schedule changes, staff incidents, injuries, terminations, suspensions, promotions, disciplinary action, new hires, terminations, and grievances, sick days, extended leave, overtime, corrective action plans, and additional comments.

O01-13: Monthly Reports - Community

Retain 5 years.

Documents location name, client placement and level of community supervision, caseworker assignment, services, including education and employment, training, clinical services and clinician, substance abuse treatment, rewards and sanctions, employment history, community services, programming, safety and security, including fire drills and serious incidents, staffing, management comments and meeting, administration and any additional events.

O01-14: Operations Log

Retain 20 years.

Documents all operational functions in a DYS unit including equipment transfers, client population and room assignments, staff count, shift summaries, shift changes, fire duty staff assignments and all equipment transfers (keys, mechanical restraints, radios, phones, flashlights, etc.). Documents staff duties for each shift and client behavior summaries. Documents medication and medical issues for each client, client restrictions, client behavior issues including suicide watches, and the use of mechanical and physical restraints. Also documents room checks, unit searches, outside area searches, and shakedowns, fire drills, including evacuations.

O01-15: Program Activity Attendance Sheet

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents client attendance at community program activities.

O01-16: Regional Review Team Records

Primary copy: retain in clients file. See record series "O2-1 Client Files"

Documents client assessments, placements, time assignments and appeals

O01-17: Restraint Report

Retain until administrative use ceases. Permission from RCB not required for destruction. Documents the number and location of restraints in programs.

O01-18: Room Confinement Observation Sheets

Retain 5 years.

Documents the name of client, program, date, reason for confinement, items allowed, start time, end times, bedtime hours start, bedtime hours end, medical services, clinical services, food and drink allowed, and hygiene breaks, written approval or use of room confinement beyond 6 hours.

O01-19: Room Check Sheets

Retain 5 years.

Documents room checks including the name of staff, when the check was conducted and what was viewed.

O01-20: School and Group Attendance Logs

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

Documents client attendance in school and group counseling meetings.

O01-21: Search Log

Retain 2 years.

Documents the date and time as well as the type of search and the staff members conducting the search. Any contraband discovered is documented as well as the staff who discovered the contraband, the location of the item when found, the name of the client or visitor who had possession of the contraband, and the details of how staff have stored, transferred, returned or disposed of the items. Includes chain of custody documentation.

O01-22: Telephone Log

Retain 2 years.

Documents client calls including the phone number, relationship between client and person calling, name(s) of staff approving call and monitoring call, and length of call.

O01-23: Unit Condition Reports (UCRs)

Retain 10 years.

Documents the interior and exterior security checks from each shift includes all security devices and equipment, including locks, security screens, doors, windows, fences, alarms, metal detectors, audio communications equipment, and mechanical restraints, for damage, tampering, and proper functioning, silverware counts, weekly inspections by managers, unannounced visits from managers.

O01-24: Unit Files

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

Documents daily client activities on the unit including serious incidents, incidents, counts, grievances, daily activities, staff notes, restraints, levels and progress notes.

O01-25: Video Review Log

Retain 5 years.

Documents the date and time of video reviewed, the managers that reviewed the video, content of video reviewed.

O01-26: Visitor Log

Retain 2 years.

Documents the visitors to the DYS unit including the date of the visit, name of visitor(s) and client visiting, relationship to client, time in and out, purpose of visit, admitting staff, where visit took place, name of staff supervising visit, and name of staff who searched client after visit.

O01-27: Victim Services Log

Primary copy: Retain 10 years.

Documents the victims and witnesses to be notified regarding a client's transfer or release from DYS. Includes notification forms.

O02: Client Records

See sub-schedules for specific retention periods.

O04-02: Bail Report

Retain 5 years.

Documents all youths brought into DYS custody on bail status. It shows charges, remand date, bail amount, court, etc.

O04-03: Nightly Return Report

Retain 5 years.

Documents the youths that have returned to either DYS custody or picked up on a DYS warrant by another agency.

O04-04: Nightly Situation Report

Retain 5 years.

Documents serious calls coming into the Communication Information Center (CIC) includes serious incidents that occurred over a 24 hour period from 7:00 am to 7:00 pm

O04-05: Open Return Report

Retain 5 years.

Documents the warrants that have been returned but something is missing. This report is sent to the Regional and District Manager.

O04-06: Room Confinement Report

Retain 5 years.

Documents all youths in DYS facilities that have been in involuntary room confinement, how long, and the reason.

O04-07: Risk Assessment Report

Retain 5 years.

Documents the assessments of bailed youth brought into DYS custody.

O04-08: Serious Incident Reports

Retain 10 years.

Documents serious incidents that occur in a unit or a program and include the date, time and description of the incident and the staff and youth involved.

O04-09: Warrants and Warrant Returns

Retain 2 years.

Documents the issuing of an apprehension order and the return of the warrant after DYS youth is apprehended.

K12-01: Consumer Health Insurance Inquiries and Other Inquiries to OPP

Retain 2 years after the consumer contacted Office of Patient Protection (OPP)

This series documents inquiries filed by consumers regarding health plan appeals, questions about enrollment waivers, other questions about health insurance, other questions about health care issues, and related matters. Includes records of phone calls, letters, facsimiles, emails, copies of bills, medical records, referrals to other agencies or organizations and related documents.

K12-02: Enrollment Waiver Requests

Retain 2 years after date of the letter from OPP responding to the request for a waiver.

Applications and supporting documents submitted by consumers seeking a waiver of certain insurance enrollment restrictions under Chapter 176J of the General Laws, and related OPP correspondence. Documents contain information that identifies the applicant, and the applicant's contact information.

K12-03: External Reviews

Retain 4 years after date of the external review decision or the date of the letter from OPP deeming
WKH UHTXHVW LQFHQLJQV/HU HEDWHG SWRC
Chapter 176O of the General Laws. Includes patient demographic information, patient medical records, health plan grievance files, and supporting documentation from physicians and other clinicians, decisions by the external review agencies, and related OPP correspondence.

Department of Telecommunication Records

B07-01: Division Appellate Decisions

Permanent.

Documents the findings and opinions rendered by the Division in administrative appeals regarding denials of franchise license, renewals or transfers. The dockets for these decisions prior to June 1999 are arranged numerically with an "A" preceding the number, thereafter they are designated by "CTV" the year and case number.

B07-02: Appellate Dockets-Support Material

Permanent.

Documents the official record of an appellate proceeding including notice of hearing, pleadings, motions memorandum, correspondence, transcript and exhibits. These records are generated by the parties to the proceeding, received and maintained by the Division in administrative appeals of denials of franchise licenses, renewals and transfers.

B07-03: Rate Decisions

Permanent.

Documents the findings and opinions rendered by the Division in connection with rate regulation proceedings. The dockets for cable operators arrange rate regulation decisions alphabetically: followed by the year the rate proceeding is commenced, and type of filing. INC for basic service tier rates or ESQ for equipment rates. (Y-99INC, Y99-EQU).

B07-04: Rate Regulation Proceedings-Support Material

Permanent.

Documents the official record of a rate regulation proceeding including: notice of hearing, state and federal filing forms, pleadings, motions, memorandum, correspondence, transcripts and exhibits. Dockets are arranged alphabetically by cable operator, followed by the year the proceeding is commenced, and the type of filing. INC is for basic service tier rates, EQU for Equipment rates (Y-99INC, Y-99EQU).

B07-05: Rulemaking Proceedings-Support Materials

Permanent.

Documents the official record of a rulemaking proceeding including: proposed rules, comments, and notices of hearing, motions, memorandum, correspondence and exhibits. Dockets are arranged numerically with an "R" preceding the number. Comments submitted by interested parties are collected and maintained by the Division in connection with the rulemaking proceeding.

B07-06: Rulemaking Decisions

Retain 30 years.

Documents the Findings and Opinions rendered by the Division in connection with rulemaking decisions. Final rules are promulgated. Arranged numerically with an "R" preceding the number. Regulatory decisions rendered by the Division in conjunction with adopting, amending or appealing regulations.

B07-07: Form 500 Annual

Retain 3 years after filing.

Documents complaint filings, previously filed quarterly. As of January 1999, they are filed annually. This is a report that allows Division and local communities to track the number and type of service complaints; and specific service interruptions on an annual basis as required by 166A MGL 10.

B07-08: Form 500 Complaint Forms

Retain 3 years after filing.

(Form 500 A-Licensee Complaint Record Form, Form 500B-Quarterly Summary of Complaints, Form 500C-Significant Service Interruption Form). These items no longer apply; as of January 1999, forms are filed annually. Report series that allows Division and local communities to track quarterly the number and type of complaints the operator is receiving.

B07-09: Forms 200, 300, 400

Retain 3 years after filing.

Documents annual financial reports from each cable operator: filed by an individual cable system or clusters of systems. Form 300 is a confidential files report series that allows Division and local communities to track the financial status of each cable operator.

B07-10: Initial Franchise Agreements

Retain 16 years from date of execution.

These are contracts between Municipalities & Cable Operators, regarding cable service in that municipality.

B07-11: Renewal Franchise Agreements

Retain 10 years from date of execution.

A renewed contract between a cable operator and municipality regarding cable service in the municipality.

B07-12: Form 100

Term of license: 15 years for initial licenses and 10 years for renewal licenses.

Applications for initial and renewal cable licenses filed by cable operators with municipalities and the Division. This form allows the local community and the Division to evaluate an operator's license proposal.

B07-13: Form 394

Term of license not to exceed 15 years for initial licenses and 10 years for renewal licenses.

Documents the applications for the transfer of cable licenses filed by cable operators with municipalities and the Division. These forms allow the local community and the Division to evaluate the operators' ability to assume the conditions of the current license.

B07-14: Filing & Termination of Service Filing

Retain 3 years.

Documents the cable operator's annual filing, consisting of Rate Cards, Channel line-up, billing practices notice, sample of s bill, and a sample of a work order. The purpose is to evaluate the cable operator's compliance with the Division's billing and notice regulations. (C.M.R. c. 207, § 10.00).

B07-15: Rate Cards and Channel Line-ups

Permanent.

Printed Rates and service offerings.

Division of Banks Records

L11-01: New Charters and Holding Company Acquisition Records

See sub-schedules for specific retention periods.

Documents petitions for which public hearings are required and involve the Board of Bank Incorporation's decisions relative to depository institutions. Includes petitions and support materials, hearing transcripts, board decisions, and related correspondence.

L11-01 (a): New bank and credit union charters

Retain 4 years.

L11-01 (b): Holding company acquisitions and other related transactions

L11-06: Licensing Records

See sub-schedules for specific retention periods.

Summary logs or listings of current and former licenses as well as unsuccessful applications with status cited: Documents the process of issuing and monitoring licenses to all Division of Banks licensed entities such as check cashiers, collection agencies, mortgage brokers, and small loan agencies. 96 cm 0.5 0 0 RG 0.06hienks licensations

L11-12: Research Reports and Work Papers

Retain 6 years.

Analysis is performed in support of proposed legislation and regulations, policy initiatives and responses to legislative and executive branch inquiries.

L11-13: Commissioner's Documents

Permanent.

Files generated by and for the bank commissioner and deputy bank commissioners.

Division of Insurance

L12-02: Insurance Company Licensing Records

See sub-schedules for specific retention periods.

Documents the licensing of insurance companies such as property and casualty, life accident and health, title, fraternal, and health insurance companies to issue policies or contracts in Massachusetts. Includes insurance company applications, examinations of companies (including out of state foreign doing business in Massachusetts), history and activities, personnel and earnings, annual report submissions, financial statements, renewal materials, withdrawal notifications, Articles of Organization, foreign corporate certifications (showing licensure in another state), partnership agreements, amended Articles of Organization and dissolution, corporate merger documents, and related correspondence.

Office of Consumer Affairs and Business Regulations

L12-04 (c): Insurance Company Licensing documentation
Retain 6 years after current licensing period ends.

L12-05: Risk Retention/Purchasing Group Registration Records
See sub-schedules for specific retention periods.

L12-08: Individual Insurance Licensing Records

See sub-schedules for specific retention periods.

Batched individual appointments, faxes, individual name changes, individual name changes, and individual termination: Individual producer licensing documents the application, examination and licensing of insurance procedures allowing them to sell, solicit or negotiate insurance in the state; includes both resident and non-resident producers. Individual licensing records also include public insurance adjusters, reinsurance intermediaries, advisors, viatical settlement or loan brokers, viatical representatives and motor vehicle damage appraisers. Records may include new applications, renewal applications, exam score report, results, complaint and disciplinary summaries, and related correspondence.

Office of Consumer Affairs and Business Regulations

L12-11 (a): Approved policy forms, applications, rate, statutory and regulatory filing V Retain 6 years.

L12-11 (b): Rate and statutory, regulatory, and statistical filings reporting Retain 3 years.

L12-11 (c): Disapproved or inactive policy form; rate; statutory, regulatory and stati VWLFDO ILOLQJ DQG UHSRUWLQJ DQG VXS Retain 3 years. G R F X P H

L12-11 (d): Individual long-term care insurance form and rate filings Retain 50 years.

L12-12: Group Marketing Plan Record

See sub-schedules for specific retention periods.

Documents the approval of group marketing plans for automobile and homeowners insurance that allows for group discounts pursuant to M.G.L. c. 175 § 193R. Includes submissions and support materials, authorizations and certifications, and related correspondence.

L12-12 (a): Approved filing documentation Retain 6 years after inactive.

L12-12 (b): Disapproved plan materials Retain 3 years.

L12-13: Workers Compensation Preferred Provider Arrangement (PPA) Records

See sub-schedules for specific retention periods.

Documents the filing and approval of contractual arrangements between insurers, employers, and managed care entities to allow injured workers to be directed to participating managed care facilities pursuant to C.M.R. c. 211 § 112. Includes arrangements and support documentation, review materials, Commissioner's approvals, arrangement monitoring documentation, and related correspondence.

L12-13 (a): Approved arrangements documentation Retain 6 years after inactive.

L12-13 (b): Disapproved arrangement materials Retain 3 years.

L12-14: Consumer Insurance Education Program Records

See sub-schedules for specific retention periods.

L12-21 (a): Landmark or policy-setting cases
Permanent.

L12-21 (b): All other records
Retain 20 years after final settlement or action.

L12-22: Motor Vehicle Insurance Appeal Records

See sub-schedules for specific retention periods.

Documents appeals cases heard by the DOI Board of Appeal on motor vehicle liability policies and bonds. Appeals include motor vehicle accident surcharges, license revocation decisions, and automobile insurance cancellations. Records include appeal applications, witness testimony, documentary and physical evidence, board proceedings, decisions, and related correspondence.

L12-22 (a): Case files
Retain 90 days from final disposition.

L12-22 (b): Cases appealed to the Supreme Court
Retain 6 years from final disposition.

L12-22 (c): Case logs and decision summaries
Permanent.

L12-23: DOI Administrative Law Case Files

See sub-schedules for specific retention periods.

Documents insurance rate setting cases as well as cases relating to the administration and enforcement of insurance laws. Includes administrative complaints, requests for hearings, answers, background support materials, motions, orders and answers, exhibits, evidence, settlement or consent order documentation, decisions and final orders, notices of appeal, notices of hearings, hearing transcripts, and related correspondence.

L12-23 (a): Routine court procedural administration records
Retain until administrative use ceases. Permission from RCB not required for destruction.

L12-23 (b): Exhibits that will not be a factor in appeals
Retain until final case closure.

L12-23 (c): Decisions
Permanent.

L12-23 (d): Landmark or newsworthy cases that set benchmarks or precedent
Permanent (for all records and materials).

L12-23 (e): Cases involving fiscal acquisition, merger, or reorganization
Retain 20 years and then subject to review by the Archives.

L12-23 (f): Rules and regulations cases
Retain 20 years.

L12-23 (g): Rate setting cases
Retain 20 years.

L12-23 (h): All other records
Retain 6 years after final action or appeal.

L12-23 (i): Hearing proceeding tapes
Retain 3 years.

B04-05A (c): Closed with Discipline Complaint files
Retain 15 years from date complaint is docketed.

B04-05A (d): Non-violation Inspection forms
Retain until administrative use ceases. Permission from RCB not required for destruction.

B04-05A (f): Monitoring Records of Licensees on Disciplinary Status
Retain until administrative use ceases. Permission from RCB not required for destruction.

B04-07: Student Records

See sub-schedules for specific retention periods.

Documents information contained in a student record from a closed private occupational school.

B04-07 (a): Attendance Records
Retain 7 years.

B04-07 (b): Documents Referring to Leaves of Absence
Retain 7 years.

B04-07 (c): Transcripts
Retain 60 years.

B04-07 (d): Progress Reports and Student Complaints
Retain 7 years.

B04-07 (e): Externship Records
Retain 7 years.

B04-07 (f): Certificates of Completion
Retain 60 years.

B04-07 (g): Documents Reflecting Payments
Retain 60 years.
Payments may be made by student or on behalf of student.

B04-07 (h): Loan Documents
Retain 7 years after graduation or separation from school.
Loan documents including disclosure forms and disbursement schedules.

B04-07 (i): Enrollment Agreements
Retain 7 years after graduation or separation from school.

Division of Standards Records

See sub-schedules for specific retention periods.

This Division documents and enforces laws relating to weights and measures, and the accuracy of weighing and measuring devices. The division also regulates the retail sale of gasoline, and motor oil, and enforces pricing on store scanners and registers. The Division also issues permits to manufactures and distributors of antifreeze, and tests and approves coin-operated machinery, and licenses transient hawkers and peddlers. The Division also grants licenses to auctioneers and motor vehicle damage repair shops.

B09-01 (a): Inspection Hawkers & Peddlers, Commodities Reweighing Recs, Tank Truck Ca
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(TXLSPHQW 3HWUROHXP 'HOLYHU\ ,QVSHFWLRQV 5HFRUGV

B09-01 (b): Records Sealing Adjustments, Meter Test Records
Retain 3 years.

B09-01 (c): Taxi Inspections
Retain 5 years.

L01: Uniform Commercial Code Financial Statements

See sub-schedules for specific retention periods.
Documents reports for regulation purposes.

L01-01: Uniform Commercial Code Financial Statements

See sub-schedules for specific retention schedules.
Documents reports for regulation purposes.

L01-01 (a): Official copy
Permanent.

L01-01 (b): All other records
Retain 6 years.

L01-02: Tax Policy and Analysis Reports

See sub-schedules for specific retention periods.

Documents DOR analysis of potential impacts of tax law changes including forecasts for Commonwealth tax collection. Reports may also analyze impacts of special internal programs such as tax amnesty. Reports may be written for internal use or as special projects for Administration and Finance, the Legislature, or the Governor.

L01-02 (a): Final reports
Permanent.

L01-02 (b): Report data and notes
Retain until administrative use ceases. Permission from RCB not required for destruction.

L01-03: Tax Issues and Policy Proposal Records

Retain until administrative use ceases. Permission from RCB not required for destruction.
Documents the recommendation or proposal of tax policy or procedural changes to internal or external rules and regulations or legislation. Includes issues background information, recommendations, proposed legislation, and related correspondence.

L02: Tax Customer Service records

See sub-schedules for specific retention periods.

L02-01: Taxpayer Advocate Case Files

Retain 6 years after final case activity.

Documents agency help for individuals with tax problems or issues referred to the taxpayer advocate, problem resolution, or customer services. Includes intake documents, support and background materials, audit papers, rate and calculation sheets, adjustments and corrections, and related correspondence.

L02-02: Taxpayer Customer Service Records

Retain 3 years.

Documents the intake and handling of taxpayer inquiries or complaints. Includes intake documents, background and support documentation, audit papers, rate and calculation sheets, adjustments and corrections sheets, and related correspondence.

L02-03: DOR Problem Resolution Case Files

Retain 6 years after final activity.

Documents the handling of taxpayer inquiries, disputes, and complaints. Includes intake documents, background support, rate and calculation sheets, corrections sheets, and related correspondence.

L02-04: Tax Practitioner Electronic Filing Authorizations

Retain 3 years.

Documents that individual income tax clients have given the tax practitioner, such as H&R Block, authorization to file their returns electronically. Consists of Individual Income Tax Declaration for Electronic Filing (M-8453) forms. This is a defunct series.

L03: Tax Filings records

See sub-schedules for specific retention periods.

L03-01: Tax Return Filings

See sub-schedules for specific retention periods.

Documents the monthly, quarterly, or annual filing by individuals, corporations, employers, or other entities of taxes owed to the Commonwealth of Massachusetts. Tax categories include Income Tax (Personal and Corporate), Corporate Excise, Excise, Exempt Property, Meals Tax, Room Occupancy Tax, Sales and Use, and Withholding Tax. Includes tax forms, postmarks, form support receipts, checks payable to DOR, and related correspondence.

L03-01 (a): Intake tax filing source documents scanned into MASSTAX system
Retain until verified as captured onto MASSTAX system.

L03-01 (b): Electronic filings
Retain until verified as captured onto MASSTAX system.

L03-01 (c): Hardcopy records that have not been scanned or not fully scanned
(part L D O V Retain 6 years.

L03-01 (d): All other records
Retain 6 years.

L03-02: W4s

Discard hardcopy after information is captured on MASSTAX System.

Consists of W-4 forms received by DOR, which employees must complete before claiming withholding allowances on income tax returns or changing their tax status.

L03-03: Taxpayer Estimated Tax Payment Forms

Discard hardcopy after information is captured on MASSTAX System.

Documents payments to DOR during the year to alleviate an especially large payment at time of official tax filing. Includes Estimated Tax Payment Form 1-ES.

L03-04: Employer Wage Reports

Retain hardcopy until captured on MASSTAX System.

Documents employers reporting of employee wages to DOR. Includes Employer's quarterly Report of Wages Paid (WR-1).

L03-05: Estate and Inheritance Tax Case Files

Retain 10 years.

Documents the process to determine and collect payments relating to the annual filing of estate and inheritance taxes. Includes tax forms, postmarks, estimated payments documentation, commissioner determinations of value, probate court materials, copies of wills, abatement and appeals documentation, and related correspondence.

L03-06: Taxpayer Payment Voucher Slips

Discard hardcopy after information is captured on MASSTAX System.

Consists of slips that accompany taxpayer check payments to insure that checks are credited to the correct individual when posted to the computer system. Includes Income Tax Payment Vouchers (Form PV).

L05-06 (a): Letters referring cases to the Attorney General's Office
Permanent.

L05-06 (b): Landmark or policy setting cases
Permanent.

L05-06 (c): Cases involving payment agreements
Retain until expiration of the payment agreement or until the amount owed is paid off,
or 10 years, whichever period is longer.

L05-06 (d): All other records
Retain 10 years after case closing and all appeals are exhausted unless a longer period
is required by legal counsel.

L05-07: Appellate Tax Board Appeals Records
See sub-schedules for specific retention periods.

Documents appeals to the Board to hear and decide an individuals' or entity's claim for a tax
abatement. Includes pleadings, exhibits, hearing transcripts, briefs, notices of decision,
notices of appeal, requests for Findings of Fact and Report, notice of extension of time to issue
Findings of Fact and Report, and related correspondence.

L05-07 (a): Appeal decision books
Permanent.

L05-07 (b): Findings of Fact and Report books
Permanent.

L05-07 (c): Exhibits
Retain until appeal is closed, appeal period has expired, and all appeals through the
Court of Appeals and the Supreme Judicial Court are exhausted.

L05-07 (d): Dismissed and otherwise withdrawn appeals
Retain 3 years.

L05-07 (e): All other records
Retain 6 years after appeal is closed, appeal period has expired, and all appeals through
the Court of Appeals and the Supreme Judicial Court are exhausted.

L05-08: Tax Collection Case Files
See sub-schedules for specific retention periods.

Documents the Commissioner's attempts to collect unpaid taxes due to non-filing or other
circumstance as allowed for in M.G.L. c. 62C, § 46 and other statutes. Includes taxpayer
notifications, levy and seizure documentation, payment agreements, financial worksheets,
staff case worker supplemental files, and related correspondence.

L05-08 (a): Tax lien documentation
Retain 10 years after date of assessment or 6 years after final action; whichever period
is longer.

L05-08 (b): All other records
Retain 6 years from declaration of uncollectible, payment, or other final settlement.

L05-09: Tax Warrant Listings
Retain 6 years.

Documents the signing off of assessment lists by authorized DOR employees indicating that
DOR is authorized to assess the listed taxes and has begun the process to collect the amounts
shown. Listing is a computer generated printout with the addition of an inked signature.

L05-10: Uncollectible Tax Records

Retain 6 years.

Documents the write-off of unpaid taxes not warranting collection as allowed for in 62C MGL 43. Includes listings, support documentation and work papers, and related correspondence.

L05-11: Tax Liability Settlement Agreement Records

Retain 6 years from final settlement, or 20 years, whichever period is shorter.

Documents agreements between the Commissioner and taxpayers to settle unpaid tax cases. Lists of settlement are included in the commissioner's annual report. Includes offers and final settlements, background support materials, attorney general reviews, and related correspondence.

L05-12: Tax Revenue Accounting Records

See sub-schedules for specific retention periods.

Documents the management of cash and revenues as part of the state tax collection process. Includes cash transactions, electronic funds transactions, bank deposit documentation, cancelled checks, reconciliation reports, and related correspondence.

L05-12 (a): Account general ledger (year-to-date) and monthly Blue Book revenue s X P P D U \ Permanent.

L05-12 (b): All other records
Retain 10 years.

L06: Tax Investigation and Research records

See sub-schedules for specific retention periods.

L06-01: Tax History Inquiry Records

Retain 6 years.

Documents responses to inquiries from bureaus within DOR, elected officials, the Governor's Office, and outside agencies related to tax filing histories or other tax related information.

L06-02: Tax Information Transmittal Records

Retain 6 years.

Documents any receipts or transfers of information between DOR Federal/State Exchange Unit and the IRS, other states, or other units within DOR. Includes transmittal documentation such as IRS memorandum, letters, forms 3210 and M3210, DOR Unit requests, information routing and tracking documentation, the transferred tax information, destruction of transferred tax information documentation, and related correspondence.

L06-03: Taxpayer Audit Case Files

Retain 6 years after final resolution or determination.

Documents audits of taxpayers. Includes copies of tax returns, bank statements, hearing notes, audit reports and responses, and related correspondence.

L06-04: State/Federal Tax Information Exchange Records

See sub-schedules for specific retention periods.

Documents the exchange of information between DOR and IRS and IRS monitoring of the use and handling of IRS data by the state. Includes agreements, arrangements, reports, yearly audit review documentation, process support documentation, and related correspondence.

L06-04 (a): Agreements and understandings
Retain 6 years after expiration.

L06-04 (b): All other records
Retain 6 years.

Office of the State Treasurer and Receiver

L06-05: Tax History Research Records

Retain 6 years.

Documents responses to inquiries from bureaus within DOR, elected officials, the Governor's office, and outside agencies related to tax filing histories or other tax related information.

L06-07: Tax Criminal Investigation Records

Retain 6 years after closure.

Documents investigations into tax system abuse. Includes tax returns and submissions, investigatory documentation, audit reports, and related correspondence.

L06-08: Employee Tax History Records

Retain 6 years.

Documents research into DOR, Governor's office or other employees. Includes certificates of filing (form CC-1, SR-1, SR-2, SR-3), background checks, and related correspondence.

L07: Department of Revenue - Bureau of Accounts

See sub-schedules for specific retention periods.

L07-01: County Budget Records

Permanent.

Documents the Departmental Budget request and allotment process for the purposes of monitoring and analysis. Includes departmental budget requests, budget review documents, approval votes, Financial Committee correspondence, departmental budget appropriation, and related support materials and correspondence.

L07-02: City Town Debt Sale Records

Retain 3 years.

Provides a record of the bidding process of city or town debt for the purpose of sale to securities ebtpdCments,

Retain 3 years.

Provides a record of the bid TD -eg- (related ected 0 -1munTj pnd of)d0 -1, SR-rTj /TTtioexpeg-it208 Ttiofdence,

Provides a record of the bidudget request TD -eg- r TDhisli -1.15 puas15invet5 61byebt pdCments,

L07-06: Municipal Audit Report Records

Retain 3 years.

Documents the Bureau of Accounts' review and approval of municipal audit reports of a city or town's financial statements as prepared by an independent certified public accountant. Includes a combined balance sheet; a combined statement of revenues, expenditures and changes in fund balance; a combined statement of revenues and expenditures, approval documentation, and related correspondence.

L07-07: County Financial Reports

Retain 3 years.

Documents reports submitted by municipalities detailing treasurer's receipts, disbursements and cash balances, registers of deeds receipts, sheriff receipts and disbursements. Used for monitoring and analysis purposes.

L07-08: Municipal Proposition 2 1/2 Records

Permanent.

Documents DOR monitoring of yearly changes to local levy limits, including overrides and debt exclusion, debt service timing shifts by votes of city or town in compliance with Proposition 2 1/2 (M.G.L. c. 59, § 21C) L Revenue and Taxation 224 which places a limit and other restrictions on the amount of property taxes a community can levy each year. Used for monitoring and analysis.

L07-09: State House Note Certificate Records

Retain 3 years.

Documents the sale of short-term debt through State House serial notes, which are certified by DOR Bureau of Accounts rather than a bank. Details type of loan, purpose, supporting documentation of authorization. Note certificates are filed by city, town, and district clerks.

L07-10: Municipal Compensating Balance Report Records

Retain 3 years.

Documents compensatory payments to a bank for treasury services rendered regarding the deposit, investment, and disbursal of monies collected by the municipality. Submitted by the municipality, it is used by the DOR Bureau of Accounts for monitoring and analysis purposes.

L07-11: County Government Finance Review Board Records

Permanent.

Documents the activities of the board that oversees county fiscal matters. Includes agendas, minutes, and related support materials and correspondence.

L07-12: Municipal Balance Sheet Reports

Retain 3 years.

Documents a community's financial position at the end of the fiscal year. Includes summary information on assets, liabilities, and fund equity. Submitted by the municipality to DOR, it is used by the Bureau of Accounts to calculate and certify a community's free cash (available funds for appropriation) and for monitoring purposes.

L08: Department of Revenue - Local Assessment

See sub-schedules for specific retention periods.

L08-01: Tax Exemption Reimbursement Request Records

Retain 3 years.

Documents local government requests for reimbursement from the state for property tax exemptions granted to veterans, surviving spouses, blind persons, and the elderly.

L08-02: Municipal Budget Schedules (Cherry Sheets)

Retain 3 years.

Schedules form the basis for municipal budgets, subject to revision during the course of the year, setting forth estimated state aid to be paid and charges to be assessed. Schedules are used to determine the portion of local budgets supported by state aid, which is used to calculate the annual property tax rate. Sheets are distributed to municipalities by DOR after final enactment of the state budget or Legislative Local Aid Resolution. Records consist of notifications to each town by the Commissioner of Revenue to local assessors of the estimated receipts to be paid to the town by the state during the next fiscal year (CS 1-ER); estimated assessments and charges which the town must pay for the services performed by the state, county, and certain regional districts (CS 1-EC); state aid for education (CS 2-ER).

L08-03: Education Reform Waiver Records

Retain 3 years.

Documents local government applications for waivers of the requirements imposed by the Education Reform Act of 1993.

L08-04: Municipal Emergency Aid Records

Retain 5 years.

Documents the application for emergency aid from the state.

L08-05: State Owned Land (SOL) Valuation Records

See sub-schedules for specific retention periods.

Documents the identification and valuation of state owned land (SOL). Municipalities are reimbursed annually by the state for the subsequent lost tax revenues as legislated. Reimbursement is made through municipal budget schedules (Cherry Sheets) or through direct billing if it is MDC watershed land. Includes eligible parcel listings; quinquennial valuation summaries by community; flood control land documentation; site appraisal and review reports; eligibility determination documentation such as deeds, property record cards, land schedules, zoning maps; field staff notes, and related correspondence.

L08-05 (a): Parcel eligibility listings, quinquennial valuation summaries, flood control O O D Q G Permanent.

Documents the identification and valuation of state owned land (SOL). Municipalities are reimbursed annually by the state for the subsequent lost tax revenues as legislated. Reimbursement is made through municipal budget schedules (Cherry Sheets) or through direct billing if it is MDC watershed land. Includes eligible parcel listings; quinquennial valuation summaries by community; flood control land documentation; site appraisal and review reports; eligibility determination documentation such as deeds, property record cards, land schedules, zoning maps; field staff notes, and related correspondence.

L08-05 (b): Site appraisal and review records

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

L08-05 (c): All other records

Retain 5 years.

L08-06: Unassigned Assets and Property Reports

Retain until disposition determination has been made plus 6 years.

Documents information relating to abandoned property, undistributed funds, unidentified collections, or otherwise undesignated assets and property held by the agency.

L08-07: Municipal Land Valuation Records

Permanent.

Documents the Identification and valuation of land in one municipality owned by another municipality. Used by the Bureau of Local Assessment during the property valuation certification process to review current values of parcels based on the historical figures.

L08-08: Property Valuation Certification Records

Retain 3 years.

Documents the review process of city and town local assessment classification and valuations of taxable property to certify that they represent full and fair cash value. Includes LA-3 sales reports and analysis; LA-9-12 certification audit forms; LA-10 assessment adjustment list and the locally assessed utility certification summary, certification LA-4, community submissions, field advisors' notes and folders, and related correspondence.

L08-09: Tax Abatement Authority Requests Records

Retain 3 years.

Documents DOR Local Services processing and response to specific requests from local officials for the Commissioner of Revenue's authorization to abate locally assessed taxes or excises, interest or penalties; rates or other charges. Includes initial written request from petitioner, requests for additional information from the Commissioner, and related correspondence.

L08-10: Land of Low Value (Affidavit to Foreclose) Records

Permanent.

Documents the Commissioner's action upon a request for an affidavit of land of low value for foreclosure purposes and, where appropriate, the execution and issuance of such an affidavit. Includes written requests, statements and documentation from applicant demonstrating essential facts, affidavit if approved or letter of denial.

L08-11: Property Valuation Compliance Program Records

Retain 6 years.

Documents ongoing efforts to assure that municipalities are in compliance with full and fair cash value standards. Includes local studies and initiatives, interim year adjustment reports, program recommendations, and related correspondence.

L08-12: Equalized Property Valuations (EQVs)

See sub-schedules for specific retention periods.

Documents the Bureau of Local Assessments establishment of Equalized Valuations every 2 years. These are the estimate of the full and fair cash value of all taxable property in the Commonwealth as of a certain taxable date. Includes for each municipality: appraisal reports, community sales report submissions, summary analysis forms and proposed and final EQV determinations. Also includes biennial report as accepted by the legislature.

L08-12 (etqf andrnicipality: appraisal reports,

L08-13 (b): All other records
Retain 3 years.

L08-14: Farmland Valuation Advisory Commission Records (FVAC)
Permanent.

Documents the activities of the five member multiagency commission, which is responsible for determining and publishing annually the acre value ranges for agricultural and horticultural land. Includes minutes, valuation reports, and related notes and correspondence.

L08-15: Omitted and Revised Assessments and Rollback Tax Records
Retain 1 year.

Provides a record of annual information reports of Omitted and Revised Assessments and Rollback taxes submitted by municipalities with supporting documentation. Used for monitoring purposes.

L08-16: Owners Unknown Assessment Records
Permanent.

Documents the Commissioner's certification that a board of assessors after reasonable diligence cannot ascertain the true owner of a parcel of taxable real estate. The certification authorizes the Board of Assessors to make an assessment to Owners Unknown. Includes a written request from the board of assessors, a report of the board's efforts to determine the true owner with appropriate supporting documentation, and a letter from DOR firmly authorizing the assessment of owners unknown.

L08-17: Assessor Training Records
See sub-schedules for specific retention periods.

Documents the training of local assessors as required by DOR regulations. Includes applications, test results, and summary list of certified assessors.

L08-17 (a): Summary list of certified assessors
Permanent.

L08-17 (b): All other records
Retain for the potential licensing period plus 3 years.

L09: Child Support records

See sub-schedules for specific retention periods.

L09-01: Child Support Enforcement Case Files
See sub-schedules for specific retention periods.

Documents cases relating to applications from individuals seeking to establish or enforce orders for child support. Includes application for Child Support Enforcement Services, parent's support agreements, copies of court orders, financial background support materials, levy and lien documentation, and related correspondence.

L09-01 (a): Hardcopy intake source documents scanned into COkinto COkinto COkinto COkinto COkinto C
moa8s015.9/tCOkinDAntatentation. Used for
moa8s015.9/tCOkinDAntatentationUy 0 (L09: zing the assessment of owners unknown.)Tj ET 1 g 45 398.1

L09-03: DOR Child Support Problem Resolution Case Files

Retain 6 years after final activity.

Documents the review and enforcement of child support payment provisions. Includes inquiries, wage attachments, worksheets, support, and related correspondence.

L09-04: Child Support Account System Monitoring and Control Reports

Retain 3 years or until administrative use ceases, whichever period is longer.

Documents information relating to the processing and monitoring of Child Support accounts. These reports are computer generated.

L10: Underground Tank records

See sub-schedules for specific retention periods.

L10-01: Municipal Underground Storage Tank Reimbursement Program Records

Retain 6 years after final claim activity.

Documents the program that grants funds to municipalities as reimbursements for costs incurred in removing and/or replacing underground storage tanks. Reimbursements are met by matching municipal funds. Includes reimbursement requests and approvals, background support materials, and related correspondence.

L10-02: Claim Records

Retain 6 years after final claim activity.

Documents claims for reimbursement from underground tank owners for environmental cleanup costs. Includes reimbursement claims, proof of payment of all cost obligations, inspection field notes and reports, board approvals and denials, claim appeals, claim litigation records, reimbursement payment vouchers, and related correspondence.

L10-03: Underground Storage Tank Fees Records

Retain 6 years after final claim activity.

Documents the payment of fees imposed on the use of a dispensing facility at the site of

L13-02: Treasurer Cash Management Records

See sub-schedules for specific retention periods.

Documents the flow of funds within cash management department accounts. Funds originate from federal grant and aid disbursements and matching state funds, general revenues such as lottery sales (State Lottery Fund), are deposited into appropriate treasurer accounts or trusts and then disbursed to appropriate places such as for local aid to municipalities. Includes bank statements, deposit slips, cancelled checks, check registers, electronic funds transfers, cashiers register, and related reconciliation worksheets, reports, and correspondence.

L13-02 (a): Cancelled checks and warrants registers
Permanent.

L13-02 (b): Cancelled checks and warrants
Retain 15 years.

L13-02 (c): All other records
Retain 6 years.

L13-03: Cash Forecasting and Positioning Records

See sub-schedules for specific retention periods.

Documents the physical receipt, placement, and tracking of Agency (Authority) revenues and income into Agency designated accounts or short-term investment vehicles. Accounts include current expenditure, trust, maintenance, or debt-service. Includes Daily Cash Sheets, Cash investment documentation, transfer approvals, Trustee Reports: Monthly Journal Entries, Interest income work papers, Investment Holding Reports, electronic files transfers.

L13-03 (a): Primary documents
Retain 6 years.

L13-03 (b): Work papers and facilitative transactions such as wire transfers and con I L U P D W L R Q V Retain 3 years.

L13-04: State Depository Agreement Records

Retain 6 years after withdrawal from program.

Documents banks wishing to become approved as depositories of state funds. Applications must be approved by State Treasurer who issues a Certificate of Qualified Public Depository upon approval. liability agreements, security agreement, authorized representatives.

L13-05: Treasurer Investment Records

See sub-schedules for specific retention periods.

Documents the administration and monitoring of state investments for performance. Up to 20% of state's moneys may be invested in US Treasury and US Agency Securities. Includes re-purchase agreements, marketing, domestic equity, and trade reports.

L13-05 (a): Summary reports
Permanent.

L13-05 (b): All other records
Retain 10 years.

L13-06: Ref Ba /TTt and anDesteg Records

Permanent.

L13-07: Public Protection Performance Bond Filings

Retain 6 years after bond becomes inactive.

Documents bonds filed with the Treasurer to ensure the public and the state are fiscally protected from losses, damages, or injuries relating to those who handle monies, blast rock, put on fireworks displays, and other individuals required to file with the Treasurer per various statutes. Includes bonds and associated correspondence.

L13-08: Public Official Performance Bond Filings

Permanent.

Documents the filing of original executed bonds by officeholders, before entering office, for faithful performance of duty as set forth by statute. Sureties guaranteeing payment in case of officeholder default.

L13-08 (a): Official Bond Registers or other summaries

Permanent.

L13-08 (b): All other records

Retain 6 years after expiration.

L13-09: Deferred Compensation Plan Records

See sub-schedules for specific retention periods.

Documents the program to provide an alternative and/or supplemental retirement plan for state employees and contract employees. Plan is voluntary for state government workers except for certain temporary and seasonal employees. Includes bid documentation, negotiation documentation, final authorized deferred compensation plan, and monitoring and compliance support materials, filings, and reports.

L13-09 (a): Contract plan establishment and approval

Permanent.

Documents the program to provide an alternative and/or supplemental retirement plan for state employees and contract employees. Plan is voluntary for state government workers except for certain temporary and seasonal employees. Includes bid documentation, negotiation documentation, final authorized deferred compensation plan, and monitoring and compliance support materials, filings, and reports.

L13-09 (b): All other records

Retain 6 years after contract expires and all claims under the contract have been finalized.

L13-10: Games Establishment, Development, and Review Records

Permanent.

Provides a record of the development of games. Includes planning documentation, notes, legal considerations, and related correspondence.

L13-11: Games Administration Records

Retain 6 years.

Documents the Treasurer's role in the daily administration of games. Includes distribution documentation of tickets and books to agents, lost and stolen tickets information winnings summaries, drawing verification of winning numbers, regional offices documentation, lockbox provider records, routinely disposed of inquiries and complaints, and related correspondence.

L13-12: Lottery Sales Agent Licensing Records

Retain 6 years after licensing potential expires.

Documents the licensing of persons to sell lottery tickets. Includes applications, support materials, background checks, and related correspondence.

L13-19: Estate Public Administration Records

See sub-schedules for specific retention periods.

Documents the tracking of probate estates for which a public administrator has been appointed to serve as the fiduciary of the estate pursuant to 194 MGL. In accordance with law when a public administrator is appointed, the state treasurer is made a party to the petition for administration and shall be given due notice of subsequent proceedings. Documents received by the treasurer include all probate filings and other documents ascertained by the administrator in furtherance of the administration of the probate estate. When a public administrator probates an estate for which there are no heirs, the balance of the probate estate escheats to the commonwealth and is held in the abandoned property fund. Prior to 1996, the function was performed by the attorney general's office.

L13-19 (a): All probate documents received by the Treasurer from AG
Retain 7 years from the date estate was closed, or if closed at date of transfer, 7 years after date of transfer.

L13-19 (b): Probate documents received by the Treasurer for estates administered b \

L13-21 (a): Summary listing or register of bonds and notes issuances
Permanent.

L13-21 (b): Bond establishment documentation
Permanent.

L13-21 (c): Comprehensive Annual Financial report (CAFR)
Permanent.

L13-21 (d): Debt-service fund handling, investment, and reporting documentation
Retain 6 years after all bonds issued under a particular bond title and payment duration reach defeasance.

L13-21 (e): All other records
Retain 6 years after final payment or settlement.

L13-22: Water Pollution Abatement Bond Program Records

See sub-schedules for specific retention periods.

Documents the fiscal portion of the DEP program to loan money to cities and towns for construction projects relating to the reduction of water pollution. Federal Funds held in trust by the Treasurer to be disbursed to qualified applicants relating to reducing water pollution in local communities. Documents the application for bonds loans and subsequent disbursements of monies. Includes legal loan approvals and administration documents, Requests for Qualifications (RFQs), accounts payable documentation, disbursement materials, and related correspondence.

L13-22 (a): Program establishment, development, and review documentation
Permanent.

L13-22 (b): Comprehensive Annual Financial Report (CAFR)
Permanent.

L13-22 (c): Loan documentation
Retain 6 years after final loan payment or activity. Typical loans are paid out over a 30-year period.

L13-22 (d): Denied loan application materials
Retain 3 years after process is closed.

L13-23: Veterans Bonus Program Records

Permanent.

The documents the program established to grant bonuses to qualified veterans for military service. Includes applications, support documentation, and fiscal payment reconciliation records, and related correspondence. Official bonus record held permanently by the Adjutant General's office of Military Affairs.

L13-23 (a): Summary records
See sub-schedules for specific retention periods.

L13-23 (b): Denied applicants
Retain 3 years.

L13-23 (c): All other records
Retain 7 years after application process ends.

L13-24: Arts and Humanities Grant Program Records

See sub-schedules for specific retention periods.

Documents the arts lottery program to grant funds for local arts and or humanities projects per 10 MGL. Includes grant applications and support materials, and decision documentation by local arts lottery councils.

L13-24 (a): Summary records and establishment documentation
Permanent.

L13-24 (b): Denied applicants
Retain 3 years.

L13-24 (c): All other records
Retain 6 years after application process ends.

L13-25: Treasurer's Savings Bond Program Records
See sub-schedules for specific retention periods.
Documents the program to provide savings bonds to state employees.

L13-25 (a): Program summary records and establishment documentation
Permanent.

L13-25 (b): All other records
Retain 6 years.

L14: State Board of Retirement records
See sub-schedules for specific retention periods.

L14-01: Retirement Fiscal System Records
See sub-schedules for specific retention periods.
Documents the administration and management of the Retirement financial system for state employees.

L14-01 (a): General Ledger and other summary reports
Permanent.

L14-01 (b): All other reports
Retain 6 years.

L14-02: Retirement Administration Records
See sub-schedules for specific retention periods.
Documents state employees' benefits and retirement coverage from contracted group insurance bodies. Includes applications, personnel enrollment forms and payment histories, and acceptances, conditions and provisions, beneficiary documentation, election and changes to coverage, withdrawals or termination of coverage, COBRA documentation, superannuation retirement documents, disability retirement medical and other qualifying records, and related correspondence.

L14-02 (a): Official records with the Board of Retirement, when filed as group
Retain 20 years.

L14-02 (b): Official records with the Board of Retirement
Retain as for benefits case files.

L14-03: Beneficiary Verification Forms
Retain 5 years.
State Board of Retirement Verification Form, issued no less frequently than once every two years to all benefit recipients pursuant to 840 CMR 15.01. The Benefit Verification Form documents the eligibility of retired members or their named beneficiaries to continue receiving a retirement allowance or survivor's allowance. In the Benefit Verification Form, the benefit recipient is required to attest to his/her name address, certification that he/she is currently living, etc.

L14-04: Pension Fraud Investigation Case Files

Retain 10 years after close.

Documents investigation by the Pension Fraud Unit of the Public Employee Retirement Administration Commission (PERAC) into alleged abuses of state pension payments. Includes complaints, copies of tax returns, testimony, investigator notes, and related correspondence.

L14-05: Retirement System Account Audit and Monitoring Records

Retain 6 years.

Documents the monitoring of state retirement accounts to ensure quality fiscal practices. Includes system audits, reports, notes, and related correspondence as required by PERA.

L14-06: Employee Retirement, Disability, and Benefits Case Files

Retain 6 years after final payment or 75 years from date of retirement.

Documents employee enrollments in retirement, life insurance, and other insurance and benefits plans. Includes retirement applications, salary request forms, beneficiary options form, birth certificate, medical records, change of beneficiary forms, claims and payments, death certificates, furlough documentation, buyback and creditable service time documentation, refund and rollover documentation, superannuation documentation, federal tax returns of retirees, annual earning reports, and related correspondence.

L14-07: Retirement Pension Reserves Investment Management Records

See sub-schedules for specific retention periods.

Documents the contracting of Master Trust Custody Services, Mass State Teachers Employees Retirement Systems Trust, Domestic Equity Managers, International Equity managers, and to record and monitor the performance activity of the same, and to documents trading and payments into and out of the systems.

L14-07 (a): Summary reports
Permanent.

L14-07 (b): All other records
Retain 6 years after close of contract.

L14-08: Employee Group Insurance Files

Retain 6 years after final payment or 75 years, whichever period is shorter.

Documents the Group Insurance Commission's administration of life, health, long-term disability insurance, and dental/vision coverage for employees and retirees of the Commonwealth and their survivors and dependents. Includes GIC Application and Change Forms (Form 1), Insurance Data Forms (IDF), life insurance beneficiary forms (Form 319 and Form G-500), long term disability forms, dental/vision forms and accompanying documents such as marriage, birth, and death certificates, and related correspondence.

L14-09: Approval Letters

20 years.

These are letters sent to boards with calculation approvals to determine benefits. This series includes: submission forms, worksheets, pro-ration letters and calculations.

L14-10: Appropriation Letters

Retain 50 years.

This series is used to set appropriation amounts for all systems. Annual orders to appropriate sum to pay benefits. Produced annually. C. 32 s. 22c.

L14-11: Reimbursement Letters

Retain 20 years.

This series documents letters to boards notifying them of their pro-rated share of pension benefits due the State and Teachers' Retirement Systems.

L14-12: Local Actuarial Valuation Reports

Retain 50 years.

This series documents the demographic study of the work force. These reports are required by c.32, s 22c, 22d.

L14-25: Investigatory Files

Retain 10 years.

This series are materials documenting possible criminal violations according to c 32, § 91, 92. This series may include 91a forms, copies of tax returns, affidavits and third party records and testimony.

L14-26: Investigative Docket/Log

Retain 10 years.

This series is used to record all acts of pension fraud pursuant to c.427 of the acts of 1996. This series includes mechanism of case referral in chronological order, which list includes date the case was referred, name of the caller or correspondent, subject, investigator, action, status and date of completion/file closed.

L14-27: Financial Statements

Retain 5 years.

PERA is required by statute to monitor the investment performance of 106 retirement systems. This series includes: monthly cashbook entries, trial balances, journal entries, broker confirms, and custodial statements from 106 retirement systems and PRIT. These records are used to develop investment analysis report each year.

L14-35: Litigation/Administration Files

Retain 10 years.

These files contain all pleadings filed by or served upon PERA, notes from hearings and often research materials utilized to prepare pleadings or to prepare oral arguments before the administrative agency.

L14-36: Judicial Litigation Files

Retain 10 years.

This series contains pleadings, official documents official documents served on PERA and research materials to prepare pleadings or arguments for court. These files are for litigation in both federal and state courts.

L14-37: Subpoenas

Retain 5 years.

This series is for Worker's Compensation records and subpoenas for PERA records.

L14-38: Gulf War Files

50 years.

Information is used to determine creditable service of affected persons and has direct bearing on the liability of the system. This series is used to determine amount to be appropriated to the Special Fund for Military Service Credit for CY 1990 and 1991. c. 32 §§ 22 (4) (a) and (7).

L14-39: Acceptance Letters

Permanent in office.

This series is for the provisions of M.G.L. c. 254 of the Acts of 1990. hYs61QrWr of tBoaecoing

L15-01 (a): Retail Licensing Case Files
7 Years after business closes.

L15-01 (b): Price Filing compliance Files
1 year

L15-01 (c): Wholesale Price Filing Compliance Files
1 year

L15-01 (d): Credit Delinquents Lists
1 year

L15-01 (e): Producer Wholesaler Licensing Files
2 years

L15-01 (f): Corporate Certification Files
2 years

L15-01 (g): Indices
Destroyed after entering into database, or 2 years from last entry

M01-01: Workplace Hazard Investigation Records

Retain 6 years after close.

Documents investigations by the Division of Occupational Safety into potential hazards found at the workplace. Includes complaints, field reports and notes, air monitoring results, radiation results, recommendations, employer abatement verifications, employer responses, medical surveillance records, and related correspondence.

M01-02: Occupational Safety and Health Reports

See sub-schedules for specific retention periods.

Documents safety and health at the workplace including reporting and inspection for compliance. Includes Occupational Injury and Illness reports and logs including OSHA forms 100,101,102,200 as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment, and inspection notes and reports.

M01-02 (a): OSHA accident logs

Permanent.

M01-02 (b): All other records

Retain 6 years.

M01-03: Workers Compensation Claim Impartial Medical Report (IMR) Records

See sub-schedules for specific retention periods.

Documents the processing of IMR requests as ordered by the Administrative Judge under 152 MGL 11A (Weld Reform Act of Workers Compensation, 1992). IMRs are used to assist the Judge in the settling of medical claim appeals. Includes appeal for IMR form 121, appeal filing fees checks, filing fee refund documentation (where request was withdrawn before report was produced), IMR with signed Conflict Disclosure Form, and payment vouchers.

M01-03 (a): Completed and refunded requests

Retain 10 years.

M01-03 (b): Filing fee support documentation

Retain 10 years.

M01-03 (c): Incomplete or non-jurisdictional requests

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

M01-04: Workers Compensation Trust Fund Records

See sub-schedules for specific retention periods.

Documents the administration of a trust fund used to pay for non-insured worker's compensation claims from monies paid by insurers on a percentage basis. Includes appropriation amounts, payment support materials, fiscal reports, and related correspondence.

M01-04 (a): General ledger reports.

Review by the Archives after 75 years.

M01-04 (b): Primary copies of payment support documentation and transaction postings.

Retain 6 years.

M01-04 (c): Lockbox or service providers' records.

Retain 6 years.

M01-04 (d): Secondary copies of payment support documentation and account reconciliations R Q

Retain 3 years.

M01-05: Workers Compensation Self-Insurers Records

Retain for the life of the business plus 6 years.

Documents filings from businesses providing their own insurance for their employees. Includes self insurers identification documentation and support materials, and related correspondence.

M01-06: Workers Compensation Administrative Law Court Case Files

Retain 40 years.

Documents determinations of the Industrial Accident Board regarding compensation for accident or job related illness of any worker employed in the Commonwealth of Massachusetts.

M01-07: Workers Compensation Insurance Claim Files

See sub-schedules for specific retention periods.

Documents insurance compensation claims by state employees for injury or illness incurred during the performance of agency business. Includes incident reports, accident reports, physicians reports, administrative court determinations, hearings and appeals determinations, claims paid with invoice warrants, Department of Industrial Accidents correspondence, and other related correspondence.

M01-07 (a): Human Resources Workers Compensation Unit copies

Retain 40 years.

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M03-01: Asbestos Violation Files

Retain 7 years.

M03-08: Asbestos Contractor Application Files

Retain 1 year after audit.

Documents the application for certification as an asbestos contractor pursuant to MGL C149, S6-6F, and 453 CMR 6.04. These files include: name and address of applicant, type of ownership, references, evidence of training, worker protection and compensation, and a statement of compliance. Arranged alphabetically.

M03-09: Asbestos Inspector Application Files

Retain 1 year after audit.

Documents the application for certification as an Asbestos Inspector pursuant to MGL C149, S6-6F, and 453 CMR 6.07. This series includes: name and address of applicant, social security number, history of employment in asbestos field and any violations, and the applicants statement of compliance.

M03-10: Asbestos Management Planner Application Files

Retain 1 year after audit.

Documents the application for certification as an asbestos management planner pursuant to MGL C149, S6-6F and 453 CMR 6.07. This series includes: name and address of applicant, education, employment experience in asbestos field, any violations, and the applicant's statement. Arranged alphabetically.

M03-11: Asbestos Abatement Project Monitor Application Files

Retain 1 year after audit.

Documents the application for certification as an asbestos abatement project monitor pursuant to MGL C149, S6-6F, and 453 CMR 6.05. This series includes name and address of applicant, education, employment experience in asbestos field, any violations, and the applicant's statement.

M03-12: Asbestos Abatement Project Designer Application Files

Retain 1 year after audit.

Documents the application for certification as an asbestos abatement project designer pursuant to MGL C149, S6-6F, and 453 CMR .07. This series includes: name and address of applicant, education, and professional experience in asbestos field, violations, and the applicant's statement. Arranged alphabetically.

M03-13: Approved Asbestos Training Provider Application Files

Retain 1 year after audit.

Documents the application for certification as an asbestos training provider pursuant to MGL C149, S6-6F and 453 CMR 6.09. This series includes: name and address of business, type of ownership, description of courses to be offered, and qualifications of instructors. Arranged alphabetically.

M03-14: Asbestos Analytical Services Application Files

Retain 1 year after audit.

Documents the application process for certification as a provider of asbestos analytical services pursuant to MGL C149, S6-6F and 453 CMR 6.08. This series includes: name and address of applicant, business, laboratory documentation, air and bulk sampling documentation, and statement of compliance

M03-15: Asbestos Abatement Worker Application Files

Retain 1 year after audit.

Documents the application process for certification as an asbestos abatement worker pursuant to MGL C149, S6-6F, and 453 CMR 6.06. This series includes: name and address of applicant, social security number, history of past violations, and statement of compliance. Arranged alphabetically.

M03-16: Supervisor/Foreperson for Asbestos Application Files

Retain 1 year after audit.

Documents the application for certification as an asbestos supervisor/foreperson pursuant to MGL C149, S6-6F, and 453 CMR 6.05. This series includes: name and address of applicant, social security number, history of any violations, and statement of compliance. Arranged alphabetically.

M03-17: Asbestos Inspection Files

Retain 7 years.

This division investigates workplace conditions as they relate to health hazards and occupational diseases. The services provided by the division assist employers, unions and state and local agencies in creating healthier and safer workplaces for Massachusetts workers. The Asbestos Inspection Files record observations and site conditions documented by Division of Occupational Safety inspectors pursuant to 453 CMR 6.00. This series includes inspector reports, name and address of the company/entity, license number, names and license numbers of workers found at the work site, and various other documents and information related to the inspection or investigation.

M03-18: Lead Paint Inspection Files

Retain 7 years.

Documents inspections pertaining to lead paint statutes and regulations pursuant to 454 CMR 22.00.

This series includes inspector reports, name and address of the company/entity, license number, nAss ohe div 2 -rk site, n/hr repor4 3ftaork s, name and

address of the company/entity, license number,2 red t6n t6n t6n t6n t6n ji19aork s, gvarious oan53 CMR 6.2.2.2i106M.48

M03-23: Occupational Lead Poisoning Registry: Laboratory Blood Lead Reports

Retain 1 year after audit.

These reports are collected pursuant to MGL c. 149 § 11A and 454 CMR 23.00. They consist of blood

lead reports from laboratories filed by laboratory and the month and year reported by the laboratory.

M05-01: Employment Agency License and Service Agency Registration Records

Retain 5 years.

Documents the application process for certification as an Employment Agency or Registered Service

M06-01: Paid Family and Medical Leave Claims

Retain 3 years after last activity on the most recent claim filed within a benefit year.
Claims for paid family and/or medical leave pursuant to M.G.L. c. 175M and the regulations promulgated thereunder. These files include documents received by the Department that relate to: applications for benefits, payment information, and related correspondence.

N01: Aviation Operations Administration Records

See sub-schedules for specific retention periods.

N01-01: Daily Operational Reports Phedules fofacilitie88.26 Tm (N01-01030.46ant Alterations Files)Tj /TT1 1 Tf 0 -
Retain 6 years.

Documents the report of unusual occurrences at Logan Airport. The staff uses this report for informational reference.

N01-02: Tenant Alterations Files

Retain 6 years.

Documents the operational division comments, applications and correspondence on tenant

N03-02: Tenant Application Log Book

Active plus 6 years.

This record is a logbook of approved and disapproved TAA's.

N03-03: TAA Drawings

Active plus 6 years.

Tenant alteration application blueprints & plans for reference purposes.

N03-04: Drawings Other

Active plus 6 years.

Drawings of existing conditions and planning studies for reference purposes.

N04: Public Information Records

See sub-schedules for specific retention periods.

N04-01: Interpreter Program

Retain 3 years.

Documents the general information on the interpreter program, including foreign language translations, interviews & personnel records. These records are used for reference purposes.

N04-02: Daily Logs

Retain 3 years.

These logs include, Reports of Public Service representatives on terminal activity. Included in this series are copies of Terminal Supervisor's Reports.

N04-03: Public Information Agents Files

Retain 3 years.

General information. This series includes forms pertaining to the job: trade forms, lunch breaks etc. This series is held for reference.

N04-04: Public Information Service Reports Files

Retain 3 years.

Daily report includes job descriptions, policies, procedures, and meetings attended. This series is kept for reference.

N04-05: Airlines Files

Retain 2 years.

Current information on airlines, included in this series are roving logs. This series is used for reference.

N05: Parking Facilities Records

See sub-schedules for specific retention periods.

N05-01: Inventories

Retain 2 years.

Documents the inventory of vehicles parked nightly in Logan Airport's parking facility. This inventory includes Summary of Security checks of parked vehicles, an inventory of all Vandalism Reports, Inventory of PECK, and an inventory of parking days for statistical use.

N05-02: Log Books

Retain 2 years.

This record series includes: Record of Vehicle Log Book, Safe Log, Money Denominations Exchange Log, Supervisors Daily Incidents, Vehicles Towed, and Employee Vehicle Substitution Log Books.

N06: Transportation Records

See sub-schedules for specific retention periods.

N06-01: Contract Files

Active plus 7 years.

Documents contracts for MASSport Shuttle Bus Service, Logan Express Services for Framingham and Braintree, and consultant contracts. These files are used for reference.

N06-02: Department Correspondence Files

Retain 2 years.

Correspondence and general ground transportation related files used on a regular basis for reference.

N07: Utilities Management Records

See sub-schedules for specific retention periods.

N07-01: Meter Readings File

Retain 6 years.

These sheets are from the Meter Technician's book. Each listing is for a separate meter and contains a year's list of readings. These files are used for reference.

N07-02: Meter Records Log Books

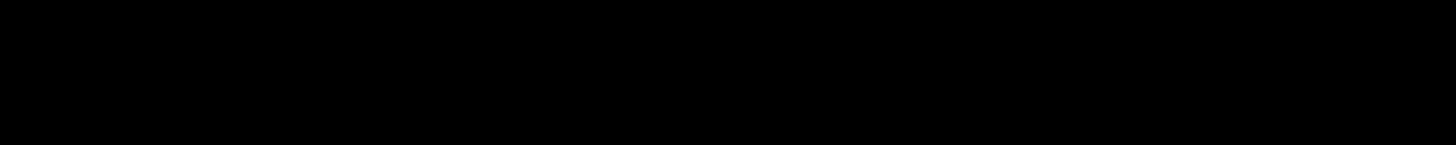
Retain 6 years.

Record of the particular utility meter installed at each service location. Each listing contains the meter's manufacturer's data and service characteristics. These log books are used for reference.

N07-03: Utility Account Log Books

Retain 6 years.

These logbooks contain a Record of all consumption and payment, for all utilities/energy purchased by MASS Port.



N07-09: Budgetary History (Fiscal Year End)

Retain 3 years.

A report listing: monthly actual, and budget utility consumption, and costs for each budgetary unit. Retain only period #12 copy (entire fiscal year).

N07-10: Utility Accounts/Budget Unit Master Files

Retain 6 years.

This is a report listing the detail data, (utility type, tenant number, budgetary unit, rates, etc.) for all utility accounts, and budgetary units currently "set up" in the computer.

N07-11: Tenant Utility Report

Audit plus 1 year.

Monthly report listing the identical meter readings, rates, consumption, and costs that appears on each tenant's utility reports.

N07-12: Utility G/L Journal Report

Retain until administrative use ceases. Permission from RCB not required for
7 K L V L V D R E P O R T I N G the monthly utility charges for each budgetary

G H V W U X F W L R Q
unit/location.

N07-13: Utility Systems Accounts

Retain 2 years in office and 4 years off site.

Revisions to utility account logbooks, utility account billings, metering drawings, rate changes.

N07-14: Department Subject Files

Retain 2 years in office.

Tenant/Contractor utility problems, meter maintenance reports, purchase requisitions, etc.

N07-15: Utilities Budget

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

Record of Calculations, unit costs, and memoranda used to generate the MASSport utilities budget each fiscal year.

N08: Aviation Marketing Records

See sub-schedules for specific retention periods.

N08-01: Concession Monitoring Files

Retain 2 years in office, 3 years off-site storage.

Inspection reports, correspondence, memos, forms, and other information used to monitor concessions.

N08-02: Trade Show Files

Retain 5 years.

Application forms, correspondence, fax, memos, and other reference material on the shows.

N09: Private Carrier Records

See sub-schedules for specific retention periods.

N09-01: Ground Transportation Files

Destroy when material is no longer active.

These files document all reference information on contract, amendments, permits, license, insurance, and all correspondence pertaining to private carrier.

N09-02: Monthly Revenue Forms

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

These are documents that track monthly trips by private carrier for accounting purposes.

N11-07: Cashier's Daily Work (Database)

Retain 1 year after audit.

Daily recordings of cashier's work shifts, lane and revenue collected for reconciliation of cashier's operations.

N11-08: Parking Tickets

Retain 1 year.

These records document airport patron parking tickets from all airport-parking facilities. These tickets are used for a record of activity.

N11-09: Void Tickets

Retain 6 years.

Complimentary tickets issued to MPA officials, employees, facilities and maintenance workers, technicians, and contractors.

N11-10: Credit Card receipts

Retain 1 year in the office, 5 years off-site.

All credit card receipts from parking patrons at Logan Airport, Braintree, Framingham, and Woburn.

N12: Hanscom Field Records

See sub-schedules for specific retention periods.

N12-01: Inspections Files

Retain 4 years.

These files include, T-hanger and fuel farm inspections, also hydrant flow tests in order to note any deficiencies.

N12-02: Nighttime Field Use Records

Retain 2 years.

These records document the Operations Supervisor's report of aircraft operations between 11:00 p.m. and 7:00 a.m. Included in these records is payment of night field use fees. These records are used for accounting purposes.

N12-03: Noise Complaints File

Retain 5 years.

Copies of responses prepared for residents who have complained about aircraft noise in the Hanscom Field area. These copies are kept for reference purposes.

N12-04: Noise Monitoring Procedures

5 years in office.

This series contains letters, and memos generated while getting permission to install monitors. These documents are used for reference purposes.

N12-05: Noise Rule Proceedings

Permanent

This file is documentation of noise rule and regulation development.

N12-06: Noise and Operations Data

Retain 6 years in office.

Computer files for aircraft operations; they are printouts of noise and operations data. These files, which are based on computer files, are used for reference.

N12-07: Tenant Files

Active plus 6 years.

These files include: correspondence to and from tenants in the Civil Terminal, and LG Hanscom Field. These files are used to check information on space rented.

N12-08: Hanscom Manifests

Retain 6 years then microfilm.

These manifests are reports on hazardous waste generated at and removed from Hanscom. These manifests also identify off-site disposal facilities.

N12-09: Hanscom Access Stickers

Retain 2 years.

These files contain filing cards with information on an individual, their address, their vehicle registration, etc., for access on to Hanscom Air Force Base. The files are used in office to answer Air Force reference questions.

N12-10: Snow Removal Summaries

Retain 2 years.

These files are a record of snow removal expenses. These files are used for reference.

N12-11: Ramp Permit Files

Retain 2 years.

These files contain vehicle information used to record ramp stickers. These files are used for reference purposes.

N12-12: Notams File

Retain 5 years.

This file contains notices to airmen on the condition of the field. This file is used for reference.

N12-13: Maintenance Files

Retain 5 years.

These are reports of weekly maintenance duties performed at the Airport. These files are used for reporting and for reference.

N12-14: Loss Control Reports

Retain 3 years in office.

These Reports are used to correct insurance deficiencies. These are Reports of Loss Control at the airport.

N12-15: Monthly Statistical Reports

Retain 5 years.

These files are reports to Hanscom Field Advisory Commission, advising the Commission about operations and activities during the hours of 7 AM and 11 PM.

N13: Maritime Administration Records

See sub-schedules for specific retention periods.

N13-01: Association Files

Retain 1 year.

Correspondence relating to the following organizations, American Association of Port Authorities, National Association of Authorities, Boston Shipping Association, and Longshoreman's Association. This file is used for reference purposes.

N13-02: Facility Files

Retain 2 years.

These files are reference records relating to the Revere Facility, Army Base, Cruise Terminal, Conley Terminal, and Moran Terminal.

N13-03: Tariff Files

Superseded, 3 years off-site.

These are the Tariff charges filed as required by the Federal Maritime Commission to enforce collection of pier charges.

N13-04: Lease Files

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

N15-03: Security Files

Retain 3 years.

These are files relating to MASSport Maritime Security Services Unit-Port Police (Local 810) for reference of incidents.

N15-04: U.S. Government Files

Keep in office until superseded.

These are records of U.S. rules and regulations. They are used for reference purposes.

N15-05: Equipment Interchange Receipt/Transfer Interchange Receipt Files

Retain 2 years.

These are receipts of contents brought by truckers into the terminal; they are also receipts of transfer to and from the terminal. These receipts are used for reference.

N15-06: Maintenance Record Files

Active plus 6 years.

These documents are records of all terminal equipment maintenance. These documents are used for reference and for monitoring purposes.

N15-07: Inventory Records Files

Active plus 6 years.

This is a computer database and backup materials. Contained in this database are terminal parts, this database is used for reference and for inventory.

N15-08: Ship Log Files

Active plus 6 years.

These files document a record of ship calls at Moran Terminal. Included in these files is billing information. These files are used for reference.

N15-09: ILA Clerk Files (Internal Records Series Code 4300.08)

Active plus 6 years.

Records documenting container activity at Conley Terminal. Includes TIR files, dock receipts, delivery orders, Plan Clerk records and related correspondence.

N15-10: Vessel Files (Internal Records Series Code 4300.11)

Active plus 6 years.

Records documenting container activity at Conley terminal. Includes planning and operational recaps and related correspondence.

N15-11: ILA Payroll Records (Internal Records Series Code 4300.12)

Retain 3 years.

Time and attendance records for ILA members. Includes timesheets, time cards and related correspondence.

N15-12: Lay-Berth Vessel Files (Internal Records Series Code 4300.16)

Active plus 6 years.

Records documenting the activity of vessels berthed at other Maritime properties. Includes lay-berth applications, operation summaries and related correspondence.

N15-13: Injury/Incident Report Files (Internal Records Series Code 4300.17)

Active plus 6 years.

Records documenting work-related accidents/incidents and injuries. Includes accident reports, claims and related correspondence.

N15-14: ILA Personnel Files (Internal Records Series Code 4300.18)

Active plus 5 years.

Records documenting the work histories of ILA members. Includes trainings, qualifications/licensing, ID documentation, drug/alcohol testing and related correspondence.



N19: Government and Community Affairs Records

See sub-schedules for specific retention periods.

N19-01: Impacted Communities Files

Retain 3 years.

Documents all correspondence pertaining to impacted communities, including Charlestown, Revere, Chelsea, South and East Boston, and Winthrop. This file is used for informational purposes.

N19-02: Neptune Road Program Files

Permanent.

These are various files pertaining to MASSport's Neptune Road Program. This file includes all phases of the program. This file is used for research and informational purposes.

N20: General Accounting Records

See sub-schedules for specific retention periods.

N20-01: Chart of Accounts

Audit plus 1 year.

This file contains individual account codes, unit account or natural account number. This file was created to track functioning accounts.

N20-02: Year End Schedule/ Work Papers

Retain 2 years, then microfilm.

This file provides supporting documentation in assembling the Annual Financial Statement.

N21: Central Services Records

See sub-schedules for specific retention periods.

N21-01: Repair and Use Logs

Retain 2 years.

These are various logs for repair and use of equipment and services. These logs document a record of repair and use of services.

N21-02: Charge Back Source Documents

Retain 1 year in office 5 years off site.

These are source documents such as: parking coupons, gasoline credit card slips, cleaning reports, courier services, taxicab slips, and catering requests.

N21-03: Real World Inventory File

Retain 2 years.

This file documents the record of stockroom inventory. This file is used to charge back stock to different departments.

N22: Capital Accounting Records

See sub-schedules for specific retention periods.

N22-01: Landing and Passenger Fee Reports

Retain 6 years.

This is a report of landing and passenger fees to be billed to a tenant. Within this report is the landing and gate activities.

N22-02: Fixed Assets Register

1 year after audit.

This register calculates depreciation of fixed assets. This register contains: project title, type, location, acquisition date, value, useful life, depreciation, and net book value of assets.

N22-03: Fiscal year Cumulative Job Sheets

Active, then 6 years off-site.

This is an account for project activities. This file contains beginning and ending balances, project and payment totals.

N22-04: Monthly Job Sheets

Audit plus 1 year.

This is an account for project activity by fund. This account contains beginning and ending balances, and current activity.

N22-05: Monthly Summary Trial Balance Books

Retain until administrative use ceases or audit plus 1 year.

This is a summary of general ledger accounts, used to summarize and test balance the general ledger.

N22-06: Project Payment Files/ Contracts Under Seal

Permanent.

This file contains vouchers and supporting detail, invoices, and payment request memos.

N22-07: Monthly Journal Entries

Retain 6 years.

This is an account for activity posted to the general ledger. This file contains account activities posted, with rational therefore. The record series is arranged chronologically.

N23: Labor Relations Records

See sub-schedules for specific retention periods.

N23-01: General Union Files

Retain until administrative use ceasesd0 -1.160TFA2t /TTTD (R2Tm (N23-01 1 Tf 0 -1.159 TD (Retain until adminis



P01-01: Aggregate Payer Data

Retain 5 year.

This series contains aggregate data submitted to CHIA under M.G.L. c. 12C, §10 by private and public health care payers, including Total Medical Expense Data, Relative Price Data, Alternative Payment information, Provider payment methods, premiums, enrollment.

P01-02: Ambulatory Care Reports

Retain 10 years.

This series also includes: Adult Day Health, Adult Foster Care, Community Health Center, and Nursing Services Cost Reports.

P01-03: Case Mix and Charge Data

Retain 10 years.

This series contains data submitted by providers to CHIA under M.G.L. c. 12, § 8, to ensure the uniform reporting of revenues, charges, costs, prices and utilization of health care services.

P01-04: Certified Nursing Assistants (CNA) Add-On Reports

Retain 20 years.

This series is made up of Reports and audits.

P01-05: Data Applications

Retain 3 years after receipt by CHIA of the certificate of destruction of the data.

This series includes all electronic and hard copy applications submitted to CHIA requesting data under M.G.L. c. 12C, § 12.

P01-06: Hospital Annual Financial Filings

Retain 10 years.

P01-07: Hospital Charge Books

Retain 4 years.

These books list the charges for hospital services.

P01-08: Hospital Cost Reports (report RSC403)

Retain 10 years.

P01-09: Hospital Field Audit Work Papers (report RSC403)

Retain 10 years.

P01-10: Intermediate Care Facilities Cost Reports

Retain 10 years.

P01-11: Long Term Care Cost Reports

Retain 20 years.

This series includes the reports HCF 1, 2, 3, 4.

P01-12: Payer Claims Data

Retain 10 years.

This series includes payer claims data, collected under M.G.L. c. 12C § 10, and maintained under § 12. This series includes claims data from public and private health care payers, including the Provider file, member data, claims files, product files and benefit plan information. CHIA maintains an All Payer Claims Database of health care claims data under M.G.L. c. 12C, § 12.

P01-13: Public Hearing Records

Permanent.

This series is made up of Public Hearing Records and Business Meeting folders.

P01-14: Registered Provider Organization Information

Retain 10 years.

This series contains data submitted to CHAI by provider organizations under M.G.L. c. 12C, § 9. The series contains data submitted to both the Health Policy Commission (under M.G.L. c. 6D § 11) and CHAI for the administration of the MA-RPO Program. This series includes data necessary to analyze the financial condition, organizational structure, business practice and market share of each registered provider organization.

P01-15: Nursing Facility Petitions

Retain 30 years.

This series includes Petitions filed by nursing facilities regarding rates.

P01-14: Registered Provider Organization Information

Retain 10 years.

This series contains data submitted to CHAI by provider organizations under M.G.L. c. 12C, § 9. The series contains data submitted to both the Health Policy Commission (under M.G.L. c. 6D § 11) and CHAI for the administration of the MA-RPO Program. This series includes data necessary to analyze the financial condition, organizational structure, business practice and market share of each registered provider organization.

P01-15: Nursing Facility Petitions

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