

**PLANNING BOARD
RECORDS DISPOSAL SCHEDULE
22-85**

Revised 1/91

Municipal Government

**The Commonwealth of Massachusetts
Secretary of the Commonwealth
William Francis Galvin**

PLANNING BOARD RECORDS RETENTION SCHEDULE

Information and Procedures

1. The following is a list of standard records that can be found in the custody of municipal planning boards. This list includes records and forms currently mandated for their use in carrying out specific statutory responsibilities.
2. This schedule is arranged alphabetically by category e.g., activity, administration and then alphabetically by the title of the record series.
3. Each disposal schedule has a schedule number and revision date in the upper right-hand corner. The schedule number has two parts, the department number and the schedule's year of origin.
4. Any records series title with an asterisk (*) may be destroyed without the permission of the Supervisor of Public Records, following the expiration of the specified retention period.
5. Each entry on the schedule includes: record series title; form identification, if applicable; legal citation (including statutory references to the Massachusetts General Laws); minimum period for which the record must be maintained; whether or not the record must be retained in hard copy format e.g., if the record cannot be microfilmed and destroyed; and the series number.
6. If the phrase "settlement of levy" is used in the disposition section of the disposal schedule, it designates the closure of all accounts for a particular levy though payment, abatement, or taking of property for taxes.
7. Before submitting disposal requests to the Supervisor, be sure that the records are not subject to any current or pending litigation or public records request, and that the prescribed retention period has fully expired for each record to be destroyed.
8. Records created prior to 1870 cannot be destroyed.
9. Where the disposal schedule refers to "one year following expiration of 20 day appeal period provided copy filed with clerk," indicate that a copy of the record has been filed with the city or town clerk.
10. To destroy records included on this disposal schedule, the planning board should submit to the Supervisor of Public Records two copies of a letter substantially in the form suggested here, indicating: schedule number; date of last schedule revision; series number; estimated volume; inclusive dates for each series to be destroyed; and the date of the last audit or settlement of levy, if applicable. Where the disposal period refers "Completion of satisfactory audit or final settlement of levy" After termination," include these or other variable dates so that the eligibility for destruction of the records in question may be checked.
The planning board should sign both copies of the letter. One copy of this will be returned to the planning board with the Supervisor's approval. Following receipt of this approval, all records included in the written request may be legally destroyed, subject to any conditions specified thereon. Any record may be retained beyond this time at the discretion of the planning board.
Original records cannot be destroyed without the written permission of the Supervisor of Public Records.
1. To destroy records that have been microfilmed and that are on the disposal schedule, the treasurer should submit to the Supervisor of Public Records two copies of a letter substantially in the form suggested here, indicating: schedule number; date of last schedule revision; series number; estimated volume; inclusive dates for each series to be destroyed; and the date of the last audit or settlement of levy, if applicable. Where the disposal period

refers to "Completion of levy, if applicable. Where the disposal period refers to "Completion of satisfactory audit or final settlement of levy" or "After termination," include these or other variable dates so that the eligibility for destruction of the records in question may be checked.

The planning board should sign both copies of the letter. One copy of this letter will be returned to the planning board with the Supervisor's approval. Following receipt of this approval, all records included in the written request may be legally destroyed, subject to any conditions specified thereon. Any record may be retained beyond this time at the discretion of the planning board.

12. To destroy records that are not included on this disposal schedule, refer to the Administration/Personnel (23/89) records disposal schedules. This schedule includes records held in common by various municipal offices. To destroy a record that is not presently included on this disposal schedule or the Administration/Personnel (23/89) disposal schedule, submit a letter in duplicate to the Supervisor of Public Records. The letter should indicate: schedule number; date of last schedule revision; series number; estimated volume; inclusive dates for each series to be destroyed; and the date of the last audit or settlement of levy, if applicable. If possible, attach a photocopy of the record.
13. If items subject to audit are dated with the current fiscal year and have already been audited, they should be retained through the end of the applicable fiscal year (June 30) or later, as necessary. If items subject to audit are dated with the current calendar year and have already been audited, they should be retained through the end of the applicable calendar year (Dec. 31) or later, as necessary.
14. Disposal schedules apply to information, not the media containing the information. If records maintained on electronic media (for example, magnetic tape disk or optical data storage systems) are printed out in an eye-readable format (paper or microfilm), the original electronic records may be immediately destroyed. In this case a permission letter would not need to be sent to the Supervisor of Public Records. If the electronic record is the sole source of the information, it must be treated in the same manner as its hard copy counterparts for the purposes of disposal, and must be maintained in accordance with the disposal schedule.

SAMPLE LETTER TO REQUEST PERMISSION TO DESTROY RECORDS

[Record Custodian's Letter head]

[Date]

Secretary of the Commonwealth
Supervisor of Public Records
Archives Division-Records Management Unit
Massachusetts Archives at Columbia Point
220 Morrissey Boulevard
Boston MA 02125

Dear Supervisor:

This is to request authorization to destroy the records listed on the [list schedule name here e.g., Planning Board] records disposal schedule [list schedule number here e.g., 22/85] revised [list date of last revision; this date is on the top right corner of the records disposal schedule] as follows:

SERIES NUMBER	INCLUSIVE DATES
6.1	January 1, 1972 to June 30, 1975
6.4	January 1, 1979 to June 30, 1981

estimated volume: 2.5 cubic feet

The last audit of accounts of this office was completed on [list date and year here e.g., Sept. 1, 1998]. I certify that to the best of my knowledge these records do not pertain to any current public record request or to any current or pending litigation to which this office is a party.

Very truly yours,

[Signature of legal Records Custodian]

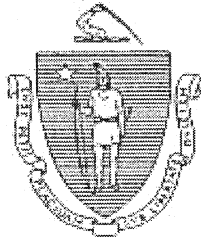
APPROVED: _____
Supervisor of Public Records

22_85

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Activity.	Annual Report	c.41 s.81-C	Permanent (one mint copy).	Yes	22.1	1/4/91
Activity.	Applications (a) Special Permit	c.40A s.1-A	1 year following expiration of 20 day appeal period.	No	22.2A	1/4/91
Activity.	Applications (b) Subdivision Control Not Required	c.41 s.81-T	1 year following expiration of 20 day appeal period.	No	22.2B	1/4/91
Activity.	Applications (c) Subdivision (Preliminary)	c.41A s.81-T	1 year following expiration of 20 day appeal period.	No	22.2C	1/4/91
Activity.	Applications (d) Subdivision (Definitive)	c.41 s.81T	1 year following expiration of 20 day appeal period.	No	22.2D	1/4/91
Activity.	Decisions (a) Special Permit	c.40A s.11	1 year following expiration of 20 day appeal period, provided copy is filed with clerk.	No	22.3A	1/4/91
Activity.	Decisions (b) Subdivision Control Not Required	c.41 s.81-p	1 year following expiration of 20 day appeal period, provided copy is filed with clerk.	No	22.3B	1/4/91
Activity.	Decisions (c) Subdivision (Preliminary)	c.41 s.81-S	1 year following expiration of 20 day appeal period, provided copy is filed with clerk.	No	22.3C	1/4/91
Activity.	Decisions (d) Subdivision (Definitive)	c.41 s.81-U	1 year following expiration of 20 day appeal period, provided copy is filed with clerk.	No	22.3D	1/4/91
Activity.	Master Plan	c.41 s.81-D	Permanent (one mint copy).	No	22.4	1/4/91
Activity.	Notices for Public Hearings (a) Special Permits.	c.40-A s.11	1 year following expiration of 20 day appeal period.	No	22.6A	1/4/91
Activity.	Notices for Public Hearings (b) Subdivisions	c.41 ss.81-T, 81-U	1 year following expiration of 20 day appeal period.	No	22.6B	1/4/91
Activity.	Notices for Public Hearings (c) Zoning Changes	c.40-A s.5	1 year following expiration of 20 day appeal period.	No	22.6C	1/4/91
Activity.	Official Map	c.41 ss.81E, 81H	Permanent (one mint copy).	No	22.5	1/4/91
Activity.	Subdivision Files (a) Preliminary		1 year following date of decision.	No	22.8A	1/4/91
Activity.	Subdivision Files (b) Definitive		After completion of subdivision.	No	22.8B	1/4/91
Activity.	Subdivision Rules and Regulations	c.41 s.81-O	Permanent.	No	22.7	1/4/91
Administration.	Abutters List	c.41 s.81-T	1 year following expiration of 20 day appeal period.	No	22.9	1/4/91
Administration.	Budget/Budget Estimates		After use.	No	22.10	1/4/91
Administration.	Cash Book		After completion of satisfactory audit.	No	22.11	1/4/91
Administration.	Contracts	c.30B, c.260 ss.1, 2	7 years after termination except contracts under seal, then 21 years after termination, unless retained by central purchasing officer, then after termination of contract.	No	22.13	1/4/91
Administration.	Correspondence		3 years if no informational or evidential	No	22.12	1/4/91

22_85

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
			value.			
Administration.	Deposits to Treasurer		After completion of satisfactory audit.	No	22.14	1/4/91
Administration.	Meeting Notices		1 year, provided no litigation is pending.	No	22.19	1/4/91
Administration.	Minutes		Permanent.	Yes	22.18	1/4/91
Administration.	Personnel Records (a) Employment Applications (Unhired)		2 years.	No	22.15A	1/4/91
Administration.	Personnel Records (b) Earning Records		Permanent.	No	22.15B	1/4/91
Administration.	Personnel Records (c) Personnel Files Other than Earning Records		20 years after termination of employment.	No	22.15C	1/4/91
Administration.	Petty Cash Records		After completion of satisfactory audit.	No	22.16	1/4/91
Administration.	Plans (referred to in Decisions)		Permanent if not filed with clerk.	No	22.17	1/4/91



**TOWN CLERK
RECORDS DISPOSAL SCHEDULE
02-85**

Revised 3/97

Municipal Government

**The Commonwealth of Massachusetts
Secretary of the Commonwealth
William Francis Galvin**

TOWN CLERK RECORDS RETENTION SCHEDULE
Information and Procedures

1. The following is a list of standard records that can be found in the custody of municipal town clerks. This list includes records and forms currently mandated for their use in carrying out specific statutory responsibilities.
 2. This schedule is arranged alphabetically by category e.g., assignments, bonds, business notices and then alphabetically by the title of the record series.
 3. Each disposal schedule has a schedule number and revision date in the upper right-hand corner. The schedule number has two parts, the department number and the schedule's year of origin.
 4. Any records series title with an asterisk (*) may be destroyed without the permission of the Supervisor of Public Records, following the expiration of the specified retention period.
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 7. Before submitting disposal requests to the Supervisor, be sure that the records are not subject to any current or pending litigation or public records request, and that the prescribed retention period has fully expired for each record to be destroyed.
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 9. To destroy records included on this disposal schedule, the town clerk should submit to the Supervisor of Public Records two copies of a letter substantially in the form suggested here, indicating: schedule number; date of last schedule revision; series number; estimated volume; inclusive dates for each series to be destroyed; and the date of the last audit or settlement of levy, if applicable. Where the disposal period refers to "Completion of satisfactory audit or final settlement of levy" After termination," include these or other variable dates so that the eligibility for destruction of the records in question may be checked. The town clerk should sign both copies of the letter. One copy of this will be returned to the town clerk with the Supervisor's approval. Following receipt of this approval, all records included in the written request may be legally destroyed, subject to any conditions specified thereon. Any record may be retained beyond this time at the discretion of the town clerk.
Original records cannot be destroyed without the written permission of the Supervisor of Public Records.
- To destroy records that have been microfilmed and that are on the disposal schedule, the treasurer should submit to the Supervisor of Public Records two copies of a letter substantially in the form suggested here, indicating: schedule number; date of last schedule revision; series number; estimated volume; inclusive dates for each series to be destroyed; and the date of the last audit or settlement of levy, if applicable.

Where the disposal period refers to "Completion of levy, if applicable. Where the disposal period refers to "Completion of satisfactory audit or final settlement of levy" or "After termination," include these or other variable dates so that the eligibility for destruction of the records in question may be checked.

The town clerk should sign both copies of the letter. One copy of this letter will be returned to the town clerk with the Supervisor's approval. Following receipt of this approval, all records included in the written request may be legally destroyed, subject to any conditions specified thereon. Any record may be retained beyond this time at the discretion of the town clerk.

11. To destroy records that are not included on this disposal schedule, refer to the Administration/Personnel (23/89) records disposal schedules. This schedule includes records held in common by various municipal offices.
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Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
		s.23B	pending.			
General.	Performance Certificates	c.268A, s.18	7 years or following termination of employment, whichever date is later.	No	2.60	3/13/97
General.	Persons Sworn, Record of	c.41, s.15	Permanent.	No	2.61	3/13/97
General.	Proprietor's Records	c.66, s.7 c.175, s.15	Permanent.	Yes	2.62	3/13/97
General.	Public Market, Petition for	c.40, s.10	Permanent.	No	2.63	3/13/97
General.	Railroads, Notice of Intention to Claim Right of Action for Materials and Labor Furnished to	c.159, s.98	7 years, provided no litigation is pending.	No	2.64	3/13/97
General.	Resignations of Town Officers	c.41, s.109	1 year; record permanently.	No	2.65	3/13/97
General.	Rules, Regulations of all Town Boards and Officers	c.40, s.33	Permanent.	Yes	2.66	3/13/97
General.	Special Permit Granting Authority, Records of	c.40A, ss.9, 11	Permanent.	Yes	2.66A	3/13/97
General.	State Audit (Town Accounts)	c.44, s.40	Permanent (one mint copy).	Yes	2.67	3/13/97
General.	State Tax Liens	c.62C, s.50	1 year following redemption or waiver, or 7 years if not redeemed or waived.	No	2.157	3/13/97
General.	Street List	c.51, ss.4, 6	Permanent (one mint copy).	Yes	2.68	3/13/97
General.	Towels, etc., Registration of Rented	c.110, s.25	Record permanently.	Yes	2.68A	3/13/97
General.	Town Meeting Records	c.41, ss.15	Permanent.	Yes	2.69	3/13/97
General.	Vessel, Statement of Lien on	c.255, s.15	7 years, provided no litigation pending.	No	2.69A	3/13/97
General.	Wills (Perpetual Care of Cemetery Lots)	c.114, ss.19, 20	Permanent.	Yes	2.70	3/13/97
Licenses and Permits.	Auctioneers	c.100, s.2	Record permanently.	No	2.71	3/13/97
Licenses and Permits.	Billiard Saloons	c.140, ss.202, 205	Record permanently.	No	2.72	3/13/97
Licenses and Permits.	Bowling Alleys	c.140, ss.202, 205	Record permanently.	No	2.73	3/13/97
Licenses and Permits.	Carousels	c.140, ss.202, 205	Record permanently.	No	2.74	3/13/97
Licenses and Permits.	Dog Licenses	c.140, ss.137, 147	Hold until completion of satisfactory audit; retain record thereof for 2 years, whereupon it is eligible for destruction, provided no litigation is pending.	No	2.75	3/13/97
Licenses and Permits.	Exhibitions (Firefighting)	c.140, ss.202, 205	Record permanently.	No	2.76	3/13/97
Licenses and	Ferris Wheels	s.140,	Record permanently.	No	2.77	3/13/97

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Permits.		ss.202, 205				
Licenses and Permits.	Gasoline, Sale of, Manufacture, Storage (a) Licenses	c.148, s.13	Permanent.	No	2.78A	3/13/97
Licenses and Permits.	Gasoline, Sale of, Manufacture, Storage (b) Renewals (certificates of annual registration)	c.148, s.13	7 years, provided no litigation is pending.	No	2.78B	3/13/97
Licenses and Permits.	Hunting, Fishing, Trapping and Sporting Licenses, Monthly Return of	c.131, ss.12, 13, 18	Following completion of satisfactory audit.	No	2.79	3/13/97
Licenses and Permits.	Inclined Railways	c.140, ss.202, 205	Record permanently.	No	2.80	3/13/97
Licenses and Permits.	Junk Collectors	c.140, ss.202, 205	Record permanently.	No	2.81	3/13/97
Licenses and Permits.	Junk Dealers	c.140, ss.202, 205	Record permanently.	No	2.82	3/13/97
Licenses and Permits.	Kennel Licenses	c.140, s.137A	Hold duplicates until completion of satisfactory audit; record permanently.	No	2.83	3/13/97
Licenses and Permits.	Pawnbrokers	c.140, ss.202, 205	Record permanently.	No	2.84	3/13/97
Licenses and Permits.	Picnic Groves	c.140, ss.202, 205	Record permanently.	No	2.85	3/13/97
Licenses and Permits.	Pool Rooms	c.140, ss.202, 205	Record permanently.	No	2.86	3/13/97
Licenses and Permits.	Raffles - Bazaars, Applications for	c.271, s.7A	Hold until completion of satisfactory audit; record permanently.	No	2.87A	3/13/97
Licenses and Permits.	Raffles - Bazaars, Report	c.271, s.7A	Following completion of satisfactory audit.	No	2.87B	3/13/97
Licenses and Permits.	Roller Skating Rinks	c.140, ss.202, 205	Record permanently.	No	2.88	3/13/97
Licenses and Permits.	Secondhand Articles	c.140, ss.202, 205	Record permanently.	No	2.89	3/13/97
Licenses and Permits.	Shellfish	c.130, ss.51, 53	Hold stubs/duplicates until completion of satisfactory audit; record permanently.	No	2.90	3/13/97
Licenses and Permits.	Stallion Breeding Certificates	c.140, s.176	Hold for duration of breeding period; record permanently.	No	2.91	3/13/97
Licenses and Permits.	Steam-Power Boats for Hire	c.140, s.192	Record permanently.	No	2.92	3/13/97
Oaths.	Loyalty	c.264, s.14	Following termination of employment.	No	2.94	3/13/97
Oaths.	Office	c.41, s.15	Following completion of term of office; record permanently	No	2.93	3/13/97
Oaths.	Public Records	c.66, s.14	Following termination of employment.	No	2.95	3/13/97
Planning Board.	Appeal to Superior Court, Notice of	c.41, s.81BB	Permanent.	No	2.95	3/13/97

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Planning Board.	Definitive Subdivision Plan, Notice of Submission Relative to	c.41, s.81T	Permanent.	No	2.97	3/13/97
Planning Board.	Definitive Subdivision Plan, Relative to Certificate of Action	c.41, s.81U	Permanent.	No	2.96	3/13/97
Planning Board.	Plans and Records	c.41, s.81A	Permanent.	Yes	2.98	3/13/97
Planning Board.	Preliminary Subdivision Plan, Notice of Actions Relative to	c.41, s.81S	Permanent.	No	2.99	3/13/97
Planning Board.	Preliminary Subdivision Plan, Notice of Submission of	c.41, s.81S	Permanent.	No	2.100	3/13/97
Planning Board.	Subdivision Control, Rules and Regulations Relevant to	c.41, s.81Q	Permanent.	No	2.101	3/13/97
Planning Board.	Subdivision Plans, Notice of Actions Relevant to	c.41, s.81P	Permanent.	No	2.102	3/13/97
Pole, Wire, Conduit Locations, Orders for.	Electricity in Public Ways, Transmission of (From Selectmen)	c.166, s.22	Permanent.	No	2.104	3/13/97
Pole, Wire, Conduit Locations, Orders for.	Electricity, Transmission of (From State Department of Public Utilities)	c.166, s.28	Permanent.	No	2.103	3/13/97
Pole, Wire, Conduit Locations, Orders for.	Gas Mains, Connecting Locations for (From State Dept. of Public Utilities)	c.164, s.70A	Permanent.	No	2.105	3/13/97
Pole, Wire, Conduit Locations, Orders for.	Light and Power Lines in State Forests (from State Dept. of Public Utilities)	c.132, s.34A	Permanent.	No	2.106	3/13/97
Public Ways.	Appeal, Notice of (Change in Name of Public Way)	c.85, s.3	1 year from date of hearing.	No	2.107	3/13/97
Public Ways.	Board of Survey, Plans Submitted to	c.41, s.74	Permanent.	Yes	2.108	3/13/97
Public Ways.	Injury, Notice of	c.84, ss.18, 19	4 years, provided no litigation is pending.	No	2.109	3/13/97
Public Ways.	Layouts/Alterations/Discontinuations, Record of	c.82, s.23	Permanent.	Yes	2.110	3/13/97
Registration, Certificates of.	Electrolysis Certificate of Registration	c.112, s.87EEE	Following discontinuation of practice; record permanently.	No	2.111	3/13/97
Registration, Certificates of.	Medicine Certificate of Registration	c.112, s.8	Following discontinuation of practice; record permanently.	No	2.112	3/13/97
Registration, Certificates of.	Optometry Certificate of Registration	c.112, s.70, 71	Following discontinuation of practice; record permanently.	No	2.113	3/13/97
Registration, Certificates of.	Podiatry Certificate of Registration	c.112, s.21	Following discontinuation of practice; record permanently.	No	2.114	3/13/97
Tenement Housing.	Attorney, Appointment of	c.145, s.60A	For duration of appointment.	No	2.115	3/13/97
Tenement Housing.	Owner, Notice of	c.145, s.59	1 year (on or after May 1st).	No	2.116	3/13/97
Tenement	Plans, Specifications, etc.	c.145,	For lifetime of building.	No	2.117	3/13/97

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Zoning Board Appeals.	Appeal to Superior Court, Notice of	c.40A, s.17	Permanent.	No	2.144	3/13/97
Zoning Board of Appeals.	Appeal to Superior Court, under Subdivision Control Law, Notice of	c.41, s.81BB	Permanent.	No	2.145	3/13/97
Zoning Board of Appeals.	Decisions and Proceedings (i.e., all official forms related to the appeal process)	c.40A, s.15	Permanent.	Yes	2.146	3/13/97
Zoning Board of Appeals.	Rules	c.40A, s.12	Permanent.	Yes	2.147	3/13/97
Zoning Board of Appeals.	Subdivision Control Law, Proceeding Under	c.41, s.81AA	Permanent.	Yes	2.148	3/13/97