

**City of Boston  
General Records Retention and Disposal Schedule**

Retention Schedule No	Series	Description	Retention / Disposition
ADM-01	Minutes of City Council, standing committees, boards, commissions, etc.	Documents proceedings and decisions of City policy-making bodies. Includes dockets, agendas, minutes and agenda submission, and support material. The permanent version of minutes must be retained in paper hard-copy. However, records may also include recordings of electronically held meetings.	PERM: Transfer to City Archives when non-current.
ADM-02	Policies, Procedures, Bylaws and Directives	These records document City policies, codes, procedures, etc.	PERM: Transfer to City Archives when non-current.
ADM-03	Annual Reports, Department – Original Copy	Documents reports prepared by or for the City addressing the “state” of the department, including goals, targets, objectives and finances.	PERM: Transfer to City Archives when non-current.
ADM-04	Publications – Department Produced or Sponsored	Documents the official release of department publications meant for public distribution or general internal distribution. These records may include reports, press releases, brochures, newsletters and other items that are published by the City to distribute information about the City, upcoming events, accomplishments, services offered, etc.	PERM: Transfer to City Archives when non-current.
ADM-05	Public Relations Files -Historically Significant	Documents information provided to the public and business or government communities. Includes statements, visual aids, news releases and news clippings regarding historically significant events. Also, one official copy of any historically significant publications.	PERM: Transfer to City Archives when non-current.
ADM-06	Project Documentation Files - Historically Significant	Documents design, development, control or monitoring of a specific project or group of projects, which are historically significant. May include Reports, Studies, Surveys, Models, and Analyses.	PERM: Retain while of reference value, then transfer to City Archives.
ADM-07	Recordings, Audio and Visual Historically Significant	Documents the collection of the audio or visual recordings, created by or for a department, that are of an enduring historically significant nature or that describe the current function or organization of the department’s major administrative units. Commercially available material may be included, if appropriate. Does not include	PERM: Transfer to City Archives when non-current.

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		recordings used in lieu of minutes or as temporary transcripts of minutes.	
ADM-08	Directives - Originator's Record Copy	Directives by department head(s) outlining policy to lower levels of authority. Transfer to City Archives when non-current. (Destroy recipient copies when no longer administratively useful.)	PERM: Transfer to City Archives when non-current. (Destroy recipient copies when no longer administratively useful.)
ADM-09	Correspondence/Subject Files - Historically Significant	Incoming and outgoing letters, memoranda, faxes, notes and their attachments containing administrative, fiscal, legal, intrinsic, evidential and/or informational value justifying permanent preservation. These records may exist in any physical format including, but not limited to, paper and e-mail.	PERM: Transfer to City Archives when non-current.
ADM-10	Correspondence/Subject Files – Program Administration	Incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to paper and e-mail. Includes letters, memos, inquiries and explanations, work product, and related correspondence. Documents the routine administration of agency programs and services. NOTE: General correspondence does not pertain to a specific issue, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue, it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, department descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. Retain while topical file is of interest for ongoing administrative needs + three years.	03: Retain current fiscal year plus three years then destroy. For topics of continuing interest, files may be segmented into annual files. Retain while topical file is of interest for ongoing administrative needs + three years.
ADM-11	Transitory Correspondence	Transitory correspondence is any form of written communication (hard copy or electronic) that has temporary usefulness and should be disposed of once that use has expired. This type of correspondence has limited administrative and evidential value that	SUP/OBS: Destroy when obsolete.

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		is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt, and have no historic value. Examples of transitory correspondence include, without limitation, letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes, without limitation, invitations to work-related events, out-of-the-office auto-reply e-mail messages, "thank you's", exchanges and reminders concerning that day's events and meetings, drafts and discussions concerning draft policies, broadcast e-mail messages and other similar records.	
ADM-12	Chronological Reference File	This file is also known as reading or day file. It is used as a chronological reference source supplemental to correspondence and subject reference files.	SUP/OBS: Destroy when obsolete or superseded.
ADM-13	Administrative Working Files	Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest. These are convenience files, typically kept by individual officials, and duplicative or redundant vis-à-vis Program Administration files (ADM-10).	SUP/OBS: Destroy when obsolete or superseded.
ADM-14	Office Procedures and Instructions	Written procedures and instructions issued by departmental administration. Destroy when superseded	SUP/OBS: Destroy when superseded
ADM-15	Staff / Routine Administrative Meeting Records	These records may include meeting minutes, agendas, and distribution materials related to staff meetings, routine business operations, etc. Includes recordings of electronically held meetings of bodies without regulatory or decision-making powers	03: Retain three years from date of creation, then destroy.
ADM-16	Work Orders - Administrative Copies	Documents the submission of work orders or production orders by the requestor.	03: Retain three years from date of work order, then destroy.
ADM-17	Work or Production Control Records	Documents the creation of records created to project, monitor, control, tabulate or report the daily work activities of an individual or group other than payroll records.	SUP/OBS: Retain as long as administratively necessary, then destroy.
ADM-18	Records Management Files - Approved	Documents the approval of retention and disposition schedules and certificates of records disposal.	03: Retain until superseded, obsolete or rescinded + three years, then destroy.

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	Retention and Disposition Schedules		
ADM-19	Security Backup Files / Vital Records Backup Copies	Documents the creation of duplicate copies of records, usually electronic records, created for information security purposes.	SUP/OBS: Retain as long as administratively necessary, then destroy.
ADM-20	Recordings, Audio and Visual - Security Recordings	Documents the production of audio or visual recordings related to the monitoring or security of facilities.	SUP/OBS: Retain as long as administratively or legally necessary, then destroy.
ADM-21	Project Files	Records may contain various working documents pertaining to project(s), also finalized project documents such as final report, publication, etc.	07: Retain seven years from end of project, then destroy.
ADM-22	Project Documentation Files - Other Files	Documents design, development, control or monitoring of a specific project or group of projects.	SUP/OBS: Retain until superseded, obsolete or rescinded, then destroy.
ADM-23	Budget Planning	These records are developed and maintained by each department to forecast the need for new facilities, equipment, supplies, staff, programs, etc. They may include budget requests, statistics, etc.	SUP/OBS: Retain while needed to administer the budget for the current fiscal year, and/or to prepare future budget requests, then destroy.
ADM-24	Grants	These files are used to administer grants that are applied for from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc.	SUP/OBS: Retain until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purpose. Destroy when obsolete.
ADM-25	Presentation	Documents materials created for use in speeches, briefings, demonstrations, classes or	SUP/OBS: Retain as long as

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	Materials	seminars (e.g., slides overheads, flip charts, and handouts). Does not include commercially available materials.	administratively necessary, then destroy.
ADM-26	Directory Listings and Files	Lists the current or former employees and/or phone listings, office listings or lists of contacts or service providers. Also, mailing lists.	SUP/OBS: Retain until superseded, obsolete or rescinded, then destroy.
ADM-27	Planners/Calendars	The Planners/Calendars may be electronic or manual (paper), that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	PERM: Elected Officials, Executives, Department Heads/Directors, and persons in policy-making positions - Retain while administratively useful, then submit for review by City Archives. SUP/OBS: All other employees - Retain while administratively useful, then destroy.
ADM-28	Recordings, Audio and Visual - Other Recordings	Documents the production of audio or visual recordings, not used for security of items or considered historically significant. Does not include commercially available material or recordings used in lieu of minutes or as temporary transcripts of minutes.	SUP/OBS: Retain as long as administratively necessary, then destroy.
ADM-29	Fleet Records	This series applies to all vehicles owned by the department. Included are cars, vans, small and large trucks, fire apparatus, police vehicles, water craft, air craft, motorcycles, construction vehicles, street legal riding lawn mowers, horses, buses, ambulances and other emergency vehicles, bicycles, and any other pieces of equipment that are used as a mode of transportation.  Records may include manufacture information, specifications, blueprints, vehicle title, registration, all maintenance records (vender work and in-house work), service records, out-of-service records, inspection reports, accident reports/accounts, operator logs, etc.	01: Retain +1 year from the date of retirement* of the vehicle, then destroy.  *If vehicle is donated, purchased, or otherwise transferred out of City possession for use by another municipality, organization, business, etc. send a complete copy of vehicle Fleet Record to new owner; retain original for +1 year from date of transfer, then destroy.
BF-01	Budget - Final	This record documents the amount of money along with any amendments that is	PERM: Retain one original

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	Budget	appropriated for each account/line item for the current and previous fiscal years for the entire City.	copy of approved budgets will be retained permanently.
BF-02	Budget Forecasts	Information used to forecast current budget year on cash flow and fund balance.	01: Retain one year from date the record is superseded, then destroy.
BF-03	Budget Reports	Summaries and Balance Sheets: Records documenting the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc.	03: Retain while needed to verify the status of financial accounts. After have been verified, retain record for three additional years, then destroy. Departmental Budget Requests: Retain for three years after the record is superseded, then destroy.
BF-04	Budget Development and Working Files	Background information and draft documents compiled in the course of budget preparation.	SUP/OBS: Destroy when obsolete or superseded.
BF-05	Contract Files: Contracts not under Seal	Includes all contract and bid documents. Bids are received from vendors for contracts to provide a variety of services. These files may include the Invitation to Bid and/or RFP, all bid documents that are submitted, reviewer documentation, etc. Contract services may include construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, record of payments made to service provider; copy of any required evaluations; and any books, records, documents, accounting procedures, practices, or other items of service provided relevant to the contract, etc.	07: Retain seven years from contract expiration date, and then destroy, provided all audits have been resolved.
BF-06	Contract Files: Contracts under Seal	All documents as described in BF005.	20: Retain twenty years from the contract expiration date, and then destroy provided all audits have been resolved.
BF-07	Contract Administration	Records documenting performance and conformance with contract stipulations not of a fiscal nature. Records documenting contractual obligations of the department or owed to	03: Retain in accordance with terms of contract or three years

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	Records	the department. Consultants' Reports and Related Documents: Documents the work and reports of consultants contracted by the City.	after termination, whichever is greater, then destroy. Consultants' Reports and Related Documents: Retain three years from date of report or longer if administratively useful, then destroy.
BF-08	Accounting - Final Affidavit of Payment	The final affidavit of payment is evidence that all funds that were borrowed by the City were paid back in full.	PERM: Retain one original copy permanently.
BF-09	Accounting Records	Chart of accounts: defines the accounting codes that are used in the accounting transaction detail. Accounting transaction detail: documents all revenue, expenditures and balance sheets data. Journal Entries: transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description. Receivables: bills for services. May include support documents, agreements, and ledgers. Payment Records: payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, etc. Bank Activity: Includes deposit slips, reconciliations, cancelled checks, bank statements, electronic funds transfer transactions, etc. State Cost/Expenditure Reports Investments: statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They may include cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts. Prescriptions / referrals, provider reports, outreach and referral service reports, etc.	07: Records may be retained as paper, electronic data, computer output, microfiche, etc. Retain the current fiscal year plus seven years, then destroy.
BF-10	Accounting - Receipts	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number.	SUP/OBS: Retain current fiscal year until all audits have been resolved, then destroy.
BF-11	Fixed Asset Inventory Data	This record is a list of all major property and its book value. City policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc.	03: Retain for three years after all audits have been resolved, then destroy.

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BF-12	Supply Inventories	These records document the volume of supplies that are purchased and used. .	01: Retain this record in office for the current fiscal year + one additional year, then destroy
BF-13	Municipal Finance and Borrowings	These files document bonds for capital and construction projects. They may include transcripts of bond proceedings and other supporting documentation.	07: Retain until expiration + seven years, after all audits have been resolved, then destroy.
BF-14	Auditing - Final Report	This final report is submitted by the auditors.	PERM: Retain one original copy permanently.
BF-15	Auditing--Support Documents	Audits of City finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc.	03: Retain three years after the final report is issued, then destroy.
BF-16	Insurance Policies and Claims	Policies provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc. Claims are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. Medicaid Records	07: Policies: Retain seven years from date of expiration. Claims & Medicaid: Retain current fiscal year + seven years, then destroy.
BF17	Real Property Records	These files are maintained on all buildings and property owned by the City. They may include deeds, easements, surveys, abstracts, appraisals, scope documents projecting work to be done, construction plans etc. Retain while property is owned by the City.	PERM: On disposal of property contact City Archives for selective appraisal and transfer.
CSTR-01	Project Management Case Files: Landmark Status Buildings	Documents alterations and repairs to City-owned structures listed on the Registry of Historic Buildings.	PERM: Transfer to City Archives when non-current.
CSTR-02	Project Management Case Files: Original Construction	Documents construction of new City-owned structures or major additions to existing structures.	PERM: Transfer to City Archives when non-current.

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CSTR-03	Project Management Case Files: Renovations and System Upgrades – Working Files	Includes: designer selection and design development memoranda and reports, winning design proposal, bid and sub-bid review memoranda, scope of work, work schedules, correspondence and financial files, incident and dispute resolution documentation, punchlists, warranties, maintenance manuals, submittals, shop drawings, and photographs.	20: Retain 20 years after expiration of last pertinent contract, then destroy.
CSTR-04	Project Management Case Files: Renovations and System Upgrades – Final Project Records	Includes: building program books or memoranda, structural or soil studies, engineering and boring reports, minutes, daily construction reports, certificate of final completion or occupancy, contractor evaluation form.	PERM: Transfer to City Archives when non-current.
CSTR-05	Project Management Case Files: Renovations and System Upgrades-- Hazmat-related	Includes: memoranda, reports, manifests, relating asbestos abatement, hazardous material removal, or site remediation.	30: Retain 30 years after expiration of last pertinent contract, then destroy.
CSTR-06	Project Specifications	Documents procedures and materials to be used in construction, alteration, or repair of City-owned structures; includes amendments or change orders (record copy only: destroy duplicates after use).	PERM: Transfer to City Archives when non-current.
CSTR-07	Alteration and Repair Case Files	Documents response to requests for small-scale, routine, or emergency repairs to City-owned structures.	07: Retain 7 years after completion of project, then destroy.
CSTR-08	Preventive Maintenance Case Files	Documents routine upkeep on building support systems.	02: Retain 2 years after completion of project, then destroy.
CSTR-09	Plans: Design Phase Drawings	Documents development of design of new building or renovations of existing structure.	SUB/OBS: Retain until superseded or obsolete, then destroy.
CSTR-10	Plans: Construction Drawings	Documents final project design of work to be performed by contractor (record copy; destroy duplicates after use).	PERM: Transfer to City Archives when building demolished, sold, or

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			transferred from City custody.
CSTR-11	Plans: Record Drawings	Documents project as actually completed by contractor (record copy; destroy duplicates after use).	PERM: Transfer to City Archives when building demolished, sold, or transferred from City custody.
CSTR-12	Design Proposals	Documents application of non-selected architects to design City projects: includes credentials, financial data regarding firm, summary of comparable work performed, and in-house forms.	03: Retain 3 years after due date for proposals, then destroy.
CSTR-13	Design Feasibility and Review Administrative Files	Documents research into proposed projects: includes correspondence, memoranda, contracts, financial documentation and applications for reimbursement from state or Federal agencies.	03: Retain 3 years from date proposals are due, then destroy.
CSTR-14	Design Feasibility, Program, and Review Studies	Final report of feasibility investigation, architectural building program, land acquisition, or building conditions.	PERM: Transfer to City Archives when non-current..
CSTR-15	Prequalifications	Documents qualifications of designers, contractors, or sub-contractors prior to bidding process.	03: Retain 3 years after date prequalifications are due, then destroy
CSTR-16	Designer Selection Case Files	Documents selection of architect or engineer for City projects: includes submissions, rating sheets, internal memoranda.	20: Retain 20 years, then destroy.
HR-01	Personnel Files	These files are maintained on each employee. They may include the resume, professional credentials, assignment letters, continuing education, clippings, correspondence, service record change forms, attendance, evaluations, applications, tenure evaluations, investigations, testing, training, blood borne pathogen training, transcripts, contracts, disciplinary records, layoff notices, recall notices, certifications for CPR and first aid, bus driver certifications, current driver's licenses, driving records, police accident reports, etc.	20: Retain while individual is employed by the City + twenty years after the employee terminates City employment then destroy.
HR-02	Employee Database	The City may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement or pension, etc. Master copy Pension	03: Administrative electronic data: Retain while individual is

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		Contribution documentation	employed by the City + three years. 80: Pension contribution master copy: must be maintained eighty years after the employee separates with the City.
HR-02	Employee Database	The City may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement or pension, etc. Master copy Pension Contribution documentation	03: Administrative electronic data: Retain while individual is employed by the City + three years. 80: Pension contribution master copy: must be maintained eighty years after the employee separates with the City.
HR-03	I-9 File	Federal Form I-9 includes verification by employers of identity and immigration status of all new employees.	03; 01: 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms for three years after the date of hire or one year after termination, whichever is later.
HR-04	Vacancy Postings	Postings of vacancies for staff positions.	03: Retain for three years from the date of the vacancy posting, then destroy.
HR-05	Job Descriptions	These records document job classification systems and positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.	SUP/OBS: Retain until superseded or obsolete, then destroy.
HR-06	Job Applications	These files document applicants for positions who were not hired, regardless of whether they were interviewed. They may include resumes, applications, regret letter, and supporting documents.	01: Retain 1 year following filling of position or cancellation of vacancy, whichever is later.
HR-07	Position Re-classifications	These files contain requests from an employee to have a position reclassified, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.	03: Retain three years from date of creation, then destroy.
HR-08	Emergency	These records identify the people that the employee wants to be contacted if they are	SUP/OBS: Retain until

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	Contacts	involved in an emergency situation.	superseded or obsolete, then destroy.
HR-09	Employee Training	These files document attendance at mandatory training. They may include class lists. Additional documents will be retained in the personnel file.	03: Retain three years from date of creation, then destroy.
HR-10	Labor Relations - Collective Bargaining Agreements and Negotiations	These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Employees may have individual contracts that are maintained in their personnel file. Separate files are maintained for each employee negotiating groups.	20: Retain twenty years from date of expiration of agreement, then destroy.
HR-11	Labor Relations - Grievances	These files document employee grievances against the City and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc.	01: Retain until the grievance is resolved + one year, then destroy.
HR-12	Labor Relations - Seniority Lists	These documents are sent to union presidents for notification of seniority status.	03: Retain until superseded + three years, then destroy.
HR-13	Workers Disability Compensation Files	Files: These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file. Reports: These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.	07: Files: Retain until the claim is settled + seven years, then destroy. Reports: Retain + seven years from the date of creation, then destroy.
HR-14	Employee Injury Records—Exposure	These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. Access to these files is governed by OSHA 29 CFR 1910.1020(d)(1)(i).	30: Retain while individual is employed by the City + thirty years, then destroy.
HR-15	Employee Injury Records—Non-exposure	These files include any reports of accidents or injuries involving an employee. The City is not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical	07: Retain while individual is employed by the City + seven years, then destroy.

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		reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, supporting medical documentation, etc. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred.	
HR-16	Employee Injury Records--OSHA Form 300 Log	This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for at least 5 years following the calendar year that the records cover.	07: Retain seven years from date of creation, then destroy.
HR-17	Employment Verification Forms	These forms are received from mortgage or credit companies that want to verify the employment status of an employee.	30 days: Retain thirty days from date of creation, then destroy.
HR-18	Medical Files	These files may contain disability forms, accommodations, physician correspondence, tuberculosis tests, off-work notices, family medical leave act, long-term disability paperwork, drug and alcohol tests, current physical exams, etc.	03: Retain while individual is employed by the City or receiving benefits, whichever is longer + three years, then destroy.
HR-19	COBRA Plans	Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise might be terminated. COBRA provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This record will include copies of all COBRA required notices, any valid documentation or signed acknowledgements that the notices were received by the employee/qualified beneficiary; detailed documentation related to any instance in which COBRA continuation is not offered, enrollment forms, correspondence, monthly statements, status reports, etc.	07: Retain until qualifying event takes place + seven years, then destroy.
IT001	Technology Inventory	This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc.	SUP/OBS: Retain until obsolete or superseded.
IT002	Security Access Forms	These forms identify personnel who are authorized to access City computer systems.	SUP/OBS: Retain until authorization is revoked.

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IT003	Software License Agreements	These agreements define how many users are licensed to access each software application.	SUP/OBS: Retain agreement until expired, then destroy.
IT004	Internet Access Policies/Agreement	These documents define the terms of use and access of the Internet, information technology resources, access to the network, etc. The documents are used to generate user accounts.	SUP/OBS: Retain agreements only for active users. Non-active user agreements may be destroyed.
IT005	Technology Service Requests	This record is used to document problems with equipment and to generate repair tickets. It may contain the user name, a description of the problem, the location of the equipment, the date/time the request was received and resolved, etc.	SUP/OBS: Retain current fiscal year or until no longer administratively useful, whichever is longer, then destroy.
IT006	Technology Network Maps/Documents	These records are used to map and define the technology infrastructure and the wiring of phone lines.	SUP/OBS: They may include security information, identification numbers, passwords, etc. Retain until superseded, then destroy.
IT007	Technology Training	The information technology staff may conduct training about the use of computer software or equipment for school district employees. These files contain the curricula materials.	SUP/OBS: Retain until course materials are superseded by a new version, or until the course is dropped entirely from the training curriculum.
IT008	Access Control Records	Records documenting access controls to computers, programs, files or computer security areas or records.	SUP/OBS: Delete when no longer administratively useful.
IT009	Computer System Test Records	Documents created solely to test computer, system or program performance.	SUP/OBS: Delete or destroy when no longer administratively useful.
IT010	Programs, Program Documentation,	Operating programs, application programs and their supporting documentation. Electronic or paper documents required to enable data entry, maintenance, manipulation or retrieval of information on computers.	SUP/OBS: Retain until all electronic records created using the programs have been

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	and Instructions		destroyed or converted to another program or format; then delete or destroy.
IT011	Security Backup and Recovery Copies of Electronic Records or Programs	These are copies of master databases, structured program data, and unstructured data, and are created as redundant datasets used to restore systems only in the case of emergencies, and they are overwritten on a regular basis. Includes copies of programs or instructions necessary to retrieve copied information. These files are defined as "non-records".	SUP/OBS: Retain off-site until replaced or superseded, then delete.
IT012	System Management or Control Records	Logs, journals, reports and other supporting paperwork required to operate, manage and control computer systems. Records involved solely with the administration of a system.	SUP/OBS: Delete when no longer administratively useful.
IT013	Source Code	Automated program code, which generates the machine-language instructions used to operate an automated information system.	SUP/OBS: Maintain all versions until the source code is superseded or application is replaced.
LEG-01	Legal Opinion Records	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.	PERM: Transfer to City Archives when no longer current.
LEG-02	Legal Case Records - Permanent Value	Records documenting legal actions brought against the City and any litigation to which the City is a party. Documents the City's role in the litigation of cases involving the City or its business where a complaint has been filed in court, and where cases are deemed landmark, policy-setting or newsworthy. Includes investigative materials, attorney work product, evidence, motions and briefs, proceeding transcripts, decisions and determinations, court materials, and related correspondence. Includes summary case lists or dockets.	PERM: Transfer to City Archives when no longer current.
LEG-03	Legal Case Records - Finite Value	Records documenting legal actions brought against the City and any litigation to which the City is a party - all case records other than those defined as legal case records of permanent value.	07: Retain until seven years after final decision / closure and destroy.

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LEG-04	Tort Claim Records	Documents complaints which may result in accident or other claims made against the City. Includes accident reports for personal injuries, property damage claims, and other incidents, or provides details about any unexpected incidents on City premises/property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. Includes incident/accident reports, investigation reports, photographs, depositions, settlement documentation, and related correspondence.	03: Retain three years after resolution and destroy.
LEG-05	Public Records Request Records	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.	03: Retain three years after last activity.
LEG-06	Complaints against the City	Documents complaints against City or its departments, offices, agencies, boards, commissions or public authorities. Includes complaints, investigatory materials, and related correspondence.	07: Retain seven years and destroy.
LEG-07	Complaints against the City Leading to Changes in Official Policy or Procedures		PERM: Transfer to City Archives when no longer current.
PAY-01	Employee Files	These files are maintained on each employee and document activities that affect payroll. They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for health benefits, deductions for union dues, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, garnishments and levies that are deducted from payroll, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc.	80: Retain while individual is employed by the City + eighty years, then destroy.
PAY-02	Payroll Register (If	These reports are produced to document payroll activities. Information in the report may	80: For retirement verification,

Retention Schedule No	Series	Description	Retention / Disposition
	used for retirements verification)	include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. May be used for verification of eligibility for retirement benefits. ESSENTIAL or VITAL RECORD if used for retirement verification. If used for retirement verification, retain from beginning of current FY+ eighty years then destroy. The information in this record should be protected from loss or damage by storage of a security backup. (If NOT used for retirement verification retain from the beginning of the current fiscal year + three years, then destroy. Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. )	retain from beginning of current FY+ eighty years then destroy. 03: If NOT used for retirement verification retain from the beginning of the current fiscal year + three years, then destroy.
PAY-03	Individual Employee Pay History	May be used for verification of eligibility for retirement benefits. ESSENTIAL RECORD if used for retirement verification – Needs security backup. If used for retirement verification retain until termination + eighty years. The information in this record should be protected from loss or damage by storage of a security backup copy. If NOT used for retirement verification, retain three years from employee termination and destroy. Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility.	80: If used for retirement verification retain until termination + eighty years. 03: If NOT used for retirement verification, retain three years from employee termination and destroy.
PAY-04	Returned and Cancelled Checks	Returned and cancelled checks. They are maintained to verify proof of payment and for auditing purposes. Includes payroll checks log/sheet.	07: Retain fiscal year + seven years and until all audits have been resolved, then destroy.
PAY-05	Internal Revenue Service (IRS) Records	This series contains: 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification Series – Combines all IRS forms.	03: Retain until obsolete or superseded, + three years, then destroy.
PAY-06	Listings of Payroll Deductions		03: Destroy when obsolete or superseded + three years, then destroy.
PAY-07	Employee Earnings Quarterly Reports		03: Retain until obsolete or superseded + three years, then destroy.
PAY-08	Time and Attendance	These records are generated to document hours worked and leave time used. Includes sign-in sheets and requests for leave.	03: Retain three years from the beginning of the current fiscal year and until all audits have been resolved, then destroy.
PAY-09	Benefit Detail Reports		03: Retain until superseded or obsolete + three years, then destroy.
PAY-10	Federal/State Tax	These records document payment of financial liabilities for monies withheld from	07: Retain seven years from

Retention Schedule No	Series	Description	Retention / Disposition
	Deductions	employee wages. The records may include the quarterly form 941 to pay reporting to the Internal Revenue Service for taxes withheld quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.	the beginning of the current fiscal year, then destroy.
PAY-11	Direct Payroll Deposit Authorization		SUP/OBS: Retain as Active until superseded or cancellation (See PAY-12).
PAY-12	Direct Payroll Deposit Authorization Cancellation		03: Retain cancelled authorization + three years from date of cancellation, and then destroy.
PAY-13	Direct Payroll Deposit - Other Records	Enrollees Detail Data; Hash Sheet; Pre-note Data	01: Retain for until obsolete or superseded + one year, then destroy.
PAY-14	Direct Payroll Deposit Transmittal Listings		03: Retain until obsolete or superseded + three years, then destroy.
PAY-15	Payroll Administration Records	Documents the daily routine administration and reporting of payroll related matters. Includes payroll warrants, monthly reports, and related correspondence. Includes: Salary and Benefit Schedules; Payroll Reports: Various reports are generated after paychecks are issued to verify the accuracy of the payroll, including payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.; Authorization for payroll deductions; Records of Attachments or garnishments of wages or salaries.	07: Retain until obsolete or superseded + seven years, then destroy.
PAY-16	Supporting Documents and Reports Payroll	Documentation of status of and adjustments to payroll accounts. Includes substitute time reports.	03: Retain three years after completion of all audits, then destroy.
PAY-17	Unemployment Claims	This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes.	01: Retain from date of creation for one year, then destroy.
PAY-18	Disability, Health, and Welfare Claims - Payroll		07: Retain until settlement + seven years, then destroy.
PAY-19	Medical Insurance Reports – Payroll		03: Retain until obsolete or superseded + three years, then destroy.
PAY-20	Old Age Security Insurance (OASI)		03: Retain until obsolete or superseded + 3 years, then

Retention Schedule No	Series	Description	Retention / Disposition
	Reports		destroy.
PAY-20	Consolidated Omnibus Budget Reconciliation Act (COBRA) Extension Notice and Election Forms	Documents extension of health care benefit coverage upon termination of employment or other qualifying event.	07: Retain until inactive, obsolete or superseded + seven years, then destroy
PAY-22	Retirement Reports	These reports are prepared per pay period (previously they were prepared quarterly) to track employee contributions into retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc.	07: Retain seven years from the beginning of the current fiscal year, then destroy.