

SCHEDULE 1 – ADMINISTRATIVE RECORDS

Series	Series Title	Description	Retention
1.1	Accident/Incident Reports, Employees and Public	Includes personal injury, incidents, property damage, vehicle accidents, other accidents and/or complaints. The information is used for potential claims and the need for investigations. Additionally, OSHA requires agencies with more than ten employees to maintain a record of occupational injuries and illnesses. This record series may include: personal information, location of incident, type of accident, incident/accident specifics, if an employee was involved, a description of incident/complaint, action taken by staff members, witnesses, medical treatment sought (if any), work leave/restrictions and other related information.	3 years from date of report if no claim is filed; 6 years after settlement or denial of the claim if a claim is filed, whichever applicable. Date minor reaches majority age + 3 years, if no claim filed; 6 years after settlement or denial of claim if a claim is filed, whichever applicable.
1.2	Administrative Calendars	Employee calendars, facility use schedules, meeting schedules.	Current year
1.3	Annual Reports Created by Local Government (one copy)	E.g., town reports, comprehensive reports of counties, school districts, etc.	Permanent
1.4	Appointments/Oaths	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	End of Term Plus 10 Years
1.5	Board of Appeals Files	Case files, including proposal initially refused by Planning Board, documents submitted in support or opposition to appeal, related correspondence.	Permanent
1.6	Bond Records, Contractor/Surety	A surety (security or contract) bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. A job requiring a payment and performance bond will usually require a bid bond, to bid the job. Used to fulfill a contractual obligation. If a contract isn't fulfilled, loss is recovered through the surety bond.	6 years after expiration
1.7	Bond Records, Employee/Fidelity	Supplementary employee insurance which protects the municipality. Also known as a fidelity bond. Fidelity bonds reimburse employers for damages or losses that can arise from theft, forgery, fraud or embezzlement by company staff.	6 years after expiration
1.8	Charters	Charters, bylaws, mission statement or other similar documents establishing the responsibilities and authority of the local government agency.	Permanent
1.9	Citizen Complaints	Communications from citizens making a complaint, as well as the associated agency response. This record series may contain: Correspondence, nature of complaint and steps taken by the office to answer the complaint.	3 years from resolution

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1.10	Comprehensive Plans (Adopted)	These records document the plans for the future growth and development of the community. A comprehensive, long-range general plan addresses present and future needs of the municipality; and growth and development of all or any part of the land within the municipality. The plans may contain elements such as: Land Use Plan, Transportation and Circulation, Economy, Environment, Community Facilities Plan.	Permanent
1.11.a	Correspondence - General	Incoming and outgoing correspondence in any media format to or from employees that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series. Consists of routine correspondence of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program or act as a receipt. Includes, but is not limited to: Requests for and provision of information/advice; agency-initiated information/advice.	1 Year
1.11.b	Correspondence - Official	Incoming or outgoing correspondence, in any media format, documenting the major activities, functions, events and programs of a local government. These records help in the establishment of an administrative history, providing a record of policy formulation, how and why decisions are made and how these decisions impacted the local government and the public. These records are typically created by administrative officers or board officials and will most often document executive decisions made regarding agency interests (not filed as part of another approved record series). Examples include records related to the establishment of ordinances, policy, rules and regulations.	Permanent
1.11.c	Correspondence - Program	Incoming and outgoing correspondence in any media format created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule. File with related record series.	File with related record series

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1.11.d	Correspondence - Transitory	Incoming and outgoing correspondence in any media format which is purely informational in nature and only documents information of temporary, short-term value (normally would not need to be kept more than 30 days). These records would not be needed as evidence of a business transaction and not covered by a more specific records series. Includes, but is not limited to: miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of government events, employee meetings, etc.); letters of thanks; invitations and responses to invitations; basic information requests that require no special compilation or research (such as hours open); letters of transmittal that do not add any information to that contained in the transmitted material; and notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charity and fund appeals, etc.	Less than 30 days if no longer needed
1.12	Equipment/Asset Inventory	Records relating to the inventorying of the agency's capital, expendable and consumable assets (including equipment, office furniture, autos and other items owned by the local government). Updated when new items are purchased and old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit. Series may contain: Name of the asset, description, location, purchase date, serial or other identifying number, original cost and current value. Also documents related to the purchase, upgrading, and maintenance of equipment such as motor vehicles, computers, etc.	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of Local Audit, whichever is sooner then Destroy.
1.13	Freedom of Access Requests	Records relating to requests from the general public for access to the agency's public records in accordance with Title 1, Chapter 13, Subchapter 1. Records may include: correspondence relating to the request; records documenting the public records provided to the requestor; records withheld.	1 year from the completion of request
1.14	Grants	Federal, state and privately funded grants sought and/or obtained by local government agencies: applications, reports, and supporting documentation.	3 years
1.15.a	Hazardous Chemicals - Chemical Identification List and Related Records	Each work site where hazardous chemicals are used or stored must maintain a list, with SDS (see 1.15.b) and any related documents.	20 years (per Title 26, Chp. 823, 1716.1)
1.15.b	Hazardous Chemicals - Safety Data Sheets	Safety Data Sheets explain the hazards and describe the measures that should be taken if employees are exposed to chemicals stored or used at the work site.	Current SDS only

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1.16	Historical Records of the Town	<p>Records that document significant aspects of the history of the community and its citizens; that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in these schedules.</p> <p>Notes: Be certain that materials do not fall within other records series.</p> <p><i>See Appendix F for further information regarding Appraising Records for Archival Value.</i></p>	Permanent
1.17.a	Hospital Liens - Discharged	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien is discharged because the obligation has been paid. (Municipal responsibility per Title 10, Chapter 610, §3411-3415)	6 years
1.17.b	Hospital Liens - Not Discharged	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien has not been discharged because the obligation remains unpaid. (Municipal responsibility per Title 10, Chapter 610, §3411-3415)	Permanent
1.18	Insurance Claims	Includes both claims filed against local government agency, and claims filed against others by local government agency.	Until settled plus 6 years
1.19.a	Insurance Policies, All Other	Policies carried by local government agency to protect itself against all other losses except liability claims. Including: medical, automobile, fire, theft, life, and all other insurance policies purchased by the agency.	6 years after expiration
1.19.b	Insurance Policies, General Liability	Policies carried by local government agency to protect itself against liability claims.	20 years after expiration
1.20	Labor Citations - Safety Violations	Record of safety violations discovered during inspection of local government facilities. Note: an uncorrected violation may not be destroyed.	Current plus one year

Series	Series Title	Description	Retention
1.21	Mail Delivery and Receipt	<p>Receipts for registered, certified or other mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason (including: notices for sewer liens and tax liens). The records are typically filed with the agency's copy of the item mailed. Including, but not limited to:</p> <ul style="list-style-type: none"> • Certified/registered/insured mail logs and return receipts; • Private ground delivery registers/receipts (UPS, Federal Express, etc.); • Signed pick-up and delivery receipts <p>NOTE: In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, retain undeliverable/returned mail for as long as legally necessary.</p>	1 Year (unless needed longer for legal purposes)
1.22.a	Minutes of Meetings, Official	<p>All official meetings held or conducted by local government officials, where official minutes are kept with an accurate record of votes and actions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.) • Speaker sign-up, written testimony • Audio/visual recording transcripts (recordings may be destroyed after 5 years) • Minutes (any handwritten notes, once transcribed and approved can be destroyed) 	Permanent
1.22.b	Minutes of Meetings, Recordings	<p>All official meetings held or conducted by local government officials, documenting the actual proceedings with audio or visual recordings. The recordings are generally used as a transcribing aid. Minutes typically contain the date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, and actions taken. Recordings can be destroyed after verbatim transcription and approval of minutes or proceedings. Retain five (5) years if recordings are not transcribed but official minutes have been approved. Retain transcripts permanently.</p>	Destroy after minutes have been transcribed and approved, unless challenge or legal dispute related to meeting. Note: If minutes are challenged, recordings should be retained until resolution.
1.22.c	Minutes of Meetings, Transitory	Routine staff meetings, NOT the official proceeding of a board or committee.	2 years
1.22.d	Minutes of Meetings, Verbatim Transcript	All official meetings held or conducted by local government officials - verbatim transcript made from audio or video recording created at the direction of the local government agency.	Permanent
1.23	Municipal Ordinances	Laws, statutes and/or regulations approved and enacted by the local government agency's governing body. All ordinances adopted by a municipality, including documentation as to why the ordinance was proposed.	Permanent

Series	Series Title	Description	Retention
1.24	Policies	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the daily operations and activities of a local government including any programs or services.	Permanent
1.25	Records Disposition Documentation	Documentation of final disposition of records, describing records disposed of and manner and date of disposition; providing evidence that records have been disposed of per approved retention schedules.	Permanent
1.26	Surveillance Records	Recordings which document the activities in public areas of local government facilities used as a security measure in the identification of persons who cause disturbances or violate laws. Cameras may be located in areas such as lobbies, hallways, entrances to government buildings, local government offices and other public access areas.	Retain until determined that no security incident has occurred, then destroy. If incident or investigation, retain until resolved.
1.27	Warrants - Municipal	Municipal warrant used to call a town meeting, with associated election notice. Warrants typically list an agenda of items to be voted on by those present, which may be an open town meeting, (those present would consist of any and all registered voters in the town) or a representative town meeting (anyone may attend, but only town meeting members - elected representatives - are allowed to vote).	Permanent
1.28	Welfare records - Applications and Case Files	General assistance, donated commodities, HEAP (Heating and Energy Assistance Program), ECIP (Energy Crisis Intervention Program), etc.	3 years Confidential (1), (2)