

Archive Listing By Department

Board of Health

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Board of Health Rules & Regulations		4701-BOH-010	Permanent
Tuberculosis Records, Active Cases	Contains name, address, clinic referred to, size of PPD (TB test), report of every clinic visit, names of contacts & their PPD results, logs of medication, lab results	4701-BOH-023	7 years
Physician's Orders		4701-BOH-022	7 years
Ledger of Communicable Disease Cases	Contains type of disease, name, date of birth, address, date reported, date of symptoms onset, doctor, recovery/death	4701-BOH-021	Permanent
Influenza Records Billing Information		4701-BOH-020	After satisfactory audit.
Influenza Immunization		4701-BOH-019	7 years
Infectious Disease Records	Includes case report, letters, faxes, lab reports.	4701-BOH-018	Permanent
Database of Communicable Disease Cases	Contains type of disease, name, date of birth, address, date reported, date of symptoms onset, doctor, recovery/death	4701-BOH-017	Permanent
Tuberculosis Records, Latent Cases	Contains name, address, clinic referred to, size of PPD (TB test)	4701-BOH-024	1 year (Not record copy)
Timesheets		4701-BOH-011	2 years, use copy.

Archive Listing By Department

Board of Health

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Animal Bites & Rabies Reports		4701-BOH-016	3 years
Purchase Orders		4701-BOH-009	1 year, use copy.
Payroll		4701-BOH-007	1 year, use copy.
Payments to Treasurer		4701-BOH-006	1 year
Minutes from Meeting of the BOH officials.		4701-BOH-005	Permanent
Correspondence		4701-BOH-004	3 years if no evidential or informational value.
Audiotapes of Minutes		4701-BOH-003	Transcribe into permanent hard copy; can dispose after transcription.
Funeral Home Licenses		4701-BOH-002	3 years
Burial Permits		4701-BOH-001	Permanent
All Other Immunizations	Contains address, date of birth, gender, medicare number, insurance number, date give, dose, site and route of vaccination, vaccine manufacturer, vaccine expiration date and lot number.	4701-BOH-015	7 years

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Board of Health

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Personnel		4701-BOH-013	Use copy.

Archive Listing By Department

Board of Health - Women's Commission

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Issues History	History of Women's Issues in Somerville	2030-WOM-005	Permanent
Full Reports	Executive summary of surveys, inventory of resources for women	2030-WOM-004	Permanent
Photos of clothesline project		2030-WOM-006	Official copies part of project kept for historical value
Status of Women Report		2030-WOM-007	Permanent
T-shirts for Clothesline Project		2030-WOM-008	Permanent
Videos of TV shows/events		2030-WOM-009	Use copies; originals in Communications.
Bylaws, Mission Statements, and Legal Standings		2030-WOM-010	Permanent
Commission Meetings		2030-WOM-011	Permanent
Somerville Domestic Violence Task Force Meeting Minutes		2030-WOM-012	Permanent
Budget		2030-WOM-013	Use copy, 3 years.

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Board of Health - Women's Commission

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Grant information	Program files, proposals, & finances	2030-WOM-014	7 years after completion of all terms of grant
Citywide Surveys to Women		2030-WOM-002	Permanent
Purchase Orders		2030-WOM-015	Use copy, 3 years.
Electronic database of Women of History in Somerville		2030-WOM-003	Permanent

Archive Listing By Department

City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Dog Licenses		2401-CTY-045	Hold until completion of satisfactory audit; retain record thereof for 2 years, whereupon it is eligible for destruction provided no litigation is pending.
Notice of Appeal to Superior Court		2401-CTY-054	Permanent
Decisions		2401-CTY-053	Permanent
Oath of Transfer of Public Records		2401-CTY-052	Permanent
Oath of Office	Includes Oaths of Loyalty.	2401-CTY-051	Permanent
Register of Licenses: Granted & Refused (Index)	Written ledger of license applications.	2401-CTY-050	Keep Index as long as referring item is kept. (Permanent)
Raffle & Bazaar Applications and Reports		2401-CTY-049	Permanent
Monthly Return of Hunting, Fishing, Trapping or Sporting Licenses		2401-CTY-048	Following completion of satisfactory audit.
Hawker Peddler	Hawker Peddlers with state licenses only.	2401-CTY-046	Permanent
Notice of Intention to Claim Right of Action for Materials and Labor Furnished to Railroads	Contractor claims against the city.	2401-CTY-057	7 years, provided no litigation is pending.

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City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
State Tax Liens		2401-CTY-044	1 year following redemption waiver, or 7 years if not redeemed or waived.
State Audit (City Accounts)		2401-CTY-043	Permanent (one mint copy)
Sewers: Records of Taking of Land and Order for Construction		2401-CTY-042	Permanent
Sewer Books		2401-CTY-041	Permanent
Records of Special Permit Granting Authority		2401-CTY-040	3 years.
Public Market, Petition for		2401-CTY-039	Permanent
Ordinance Violation	Non-criminal tickets.	2401-CTY-038	3 years after payment or closure
Licenses and Permits issued by the Board of Aldermen	Licenses and permits include: Automatic Amusement Device, Billiards, Bottle Redemption, Bowling Alleys, Bus Routes, Constable, Dog Kennel, Drainlayer, Extended Retail Hours, Fortune Teller, Garage, Gasoline, Grant of Location, Hawker Peddler (without s	2401-CTY-047	Permanent
Plans, Specifications, etc.		2401-CTY-062	For lifetime of building.
Notice of Organization of Charter Meeting		2401-CTY-020	60 days following election at which proposed charter revision or amendment is proposed

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City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Accountant, Appointment of		2401-CTY-071	Permanent
Notices of Municipal Meetings	For all city functions.	2401-CTY-037	1 year, provided no litigation is pending
Marriage, Notice of Intention of Marriage		2401-CTY-070	Permanent
Marriage Records	Includes Marriage Books, Affidavit and Correction of Record of Marriage, Certificate of Marriage, Delayed Record of Marriage, Record of Marriage Outside the Commonwealth.	2401-CTY-069	Permanent
Index to Marriage Intentions		2401-CTY-068	Permanent
Notice of Injury or Claim	Includes both personal injury and damage to personal property.	2401-CTY-055	4 years from expiration date, provided no litigation is pending.
Notice of Owner		2401-CTY-061	1 year (on or after May 1st).
Labor and Material Used in Public Works	Subcontractor claims against the city.	2401-CTY-056	7 years, provided no litigation is pending.
Application for Marriage License		2401-CTY-063	Permanent
Death Records	Includes Death Books, Affidavit and Correction of a Record Death, Certificate of Fetal Death, Copy of Certificate of Death, Copy of Medical Examiner's Certificate of Death, Delayed Return of Death, Medical Examiner's Certificate of Death, Record of Death	2401-CTY-066	Permanent

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City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Birth Records	Includes Birth Books, Affidavit and Correction of Record, Copy of Affidavit and Correction of Record of Birth, Copy of Certificate of Live Birth, Copy of Delayed Return of Birth, Delayed Return of Birth, Record of Birth Outside the Commonwealth, Standard	2401-CTY-064	Permanent
Birth, Marriage, Death: Index Cards		2401-CTY-065	Permanent
Appointment of Attorney		2401-CTY-060	For duration of appointment.
Work Performed for Railroads	Contractor claims against the city.	2401-CTY-059	7 years, provided no litigation is pending.
Statement of Lien on Vessels		2401-CTY-058	7 years, provided no litigation is pending.
Death, Report of Persons over 21	Information provided monthly to Elections.	2401-CTY-067	Permanent
Correspondence		2401-CTY-008	3 years unless provide informational or evidentiary value
Preliminary Report of Charter Meeting		2401-CTY-022	Permanent
Constable Bonds		2401-CTY-015	5 years from expiration date provided no litigation is pending
City Officer Bonds	Bonds held for City Clerk and Treasurer.	2401-CTY-014	7 years from expiration date, provided no litigation is pending.

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City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Laying Out Streets	Board of Aldermen approval of laying out of streets.	2401-CTY-013	Permanent
Wage Assignments		2401-CTY-012	Permanent
Fenceviewer Assignments		2401-CTY-011	Permanent
Account of Receipts and Expenditures		2401-CTY-017	Permanent
Payroll Sheets	Departmental payroll	2401-CTY-009	After completion of satisfactory audit.
Certificate of Adoption of City Charter		2401-CTY-018	Permanent
Code of Ordinances		2401-CTY-007	Permanent (one mint copy)
City Charter		2401-CTY-006	Permanent (one mint copy)
Cash Book		2401-CTY-005	After completion of satisfactory audit.
Annual Municipal Reports		2401-CTY-004	Permanent

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City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Annual Municipal Budgets	Departmental	2401-CTY-003	Permanent
Account Ledger	Departmental	2401-CTY-002	1 year
Auctioneers		2401-CTY-001	Permanent
Attachment of Bulky Goods		2401-CTY-010	Permanent
Annual List of Dog Owners		2401-CTY-027	1 year
Inventory and Bond	"Closing Out" and similar sales.	2401-CTY-035	3 years, provided no litigation is pending.
Index to Contract Files	Basic information on all city contracts.	2401-CTY-034	7 years following termination of contract except contracts under seal, then 21 years following termination of contract.
Deeds (Cemetery Lots)		2401-CTY-033	Permanent
Declarations of Trust		2401-CTY-032	Permanent
Conflict of Interest Statements		2401-CTY-031	7 years or following termination of employment, whichever is later.

Archive Listing By Department

City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Condensed Financial Returns	Reports submitted annually to the City Clerk's office by gas and electric companies.	2401-CTY-030	6 years.
Professional Registrations	Includes registration certificates for Architects (Notice of Revocation only), Electrolysis, Medicine, Optometry, Osteopathy, and Podiatry.	2401-CTY-016	Permanent
Business Certificates, Changes, and Terminations	Registry of business names. Expires after 4 years.	2401-CTY-028	5 years
Municipal Manual	Bound code of ordinances, supplemented annually with a paper update.	2401-CTY-036	Permanent; Ordinances (3.61 are permanent)
Agent for Owner of Tenement		2401-CTY-026	For duration of appointment.
Uniform Commercial Code (all filings)		2401-CTY-025	6 years or 1 year following date of lapse if no litigation is pending state approval not required for disposal
Pre-Uniform Commercial Code (all filings)		2401-CTY-024	Pre-1958: permanent.
Entry Book: Mortgages		2401-CTY-023	Permanent
Petition of Adoption of City Charter		2401-CTY-021	1 year following election, provided no litigation is pending.
Final Report for City Charter		2401-CTY-019	Permanent

Archive Listing By Department

City Clerk

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
By-Laws, Rules, and Regulations of City Boards and Commissions	Currently includes Zoning Board of Appeals, Historic Preservation Commission, and Planning Board.	2401-CTY-029	Permanent

Archive Listing By Department

City Clerk - Archives

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Inventory Lists		2040-ARC-001	When superseded; record permanently.
Correspondence		2040-ARC-004	3 years if no evidential or informational value.
Notes	Interviews and drafts related to Records Retention Schedule preparation.	2040-ARC-002	As long as of administrative value.
Records Retention Schedule	Official records retention schedule for all City records.	2040-ARC-003	When superseded; Record permanently.

Archive Listing By Department

City Clerk - Board of Aldermen

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Board of Aldermen Records	Includes: citations, committee reports and records, communications, orders, ordinances, petitions and license applications, and resolutions.	2401-BOA-001	Permanent
Minutes		2401-BOA-002	Permanent
Minutes, Indexes to		2401-BOA-003	Permanent
Minutes, Videotapes of		2401-BOA-004	After approval of transcription of minutes by the public body, as long as original copy is maintained by Communications Department.
Notices of Meeting		2401-BOA-005	1 year, provided no litigation is pending.
Boundary Lines		2401-BOA-006	Permanent

Archive Listing By Department

City Clerk - Licensing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Applications and Licenses	Includes: Common Victualer, Educational/Institutional, Entertainment/Dance, Innholder & Victualer, Liquor, and Retail Sale Non-Alcoholic Beverage licenses, applications, correspondence, violation notices, and complaints.	2601-LIC-005	Permanent
Cash Books		2601-LIC-008	After satisfactory audit.
Special Alcohol Applications	For limited licenses for special events.	2601-LIC-006	Permanent
Meeting Minutes		2601-LIC-004	Permanent
Meeting Agendas		2601-LIC-003	5 years.
Audio Tapes of Hearings		2601-LIC-002	After approval of transcription of minutes by the public body, plus 5 years.
CORI Files (Criminal Offender Record Checks)		2601-LIC-001	3 years if no evidential or informational value, confidential
Annual Reports		2601-LIC-007	Permanent

Archive Listing By Department

Communications

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Invoices		1701-COM-019	2 years, use copies.
Attendance Sheets		1701-COM-016	3 years
Vacation Requests		1701-COM-026	3 years
Timesheets		1701-COM-025	3 years, use copy.
Purchase Requests		1701-COM-024	2 years, use copy.
Purchase Orders		1701-COM-023	2 years, use copy.
Payroll (Excel Spreadsheet)		1701-COM-022	3 years, use copy.
Payment to Treasurer		1701-COM-020	2 years
Equipment Inventory		1701-COM-018	2 years
Correspondence		1701-COM-017	3 years if no evidential or informational value

Archive Listing By Department

Communications

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Somerville Alderman Meetings		1701-COM-009	Permanent
Photo Library		1701-COM-005	Permanent
Website Content		1701-COM-015	Replace when superseded
Photo Albums		1701-COM-004	Permanent
News Alerts		1701-COM-003	10 years
Cable Files - License Agreements		1701-COM-002	Permanent
Audiotapes and Videotapes	Tapes of Somerville performances, games, and functions	1701-COM-001	Permanent
Payroll	Copy that goes to Auditing.	1701-COM-021	2 years, use copy.
Reference Radio and Cable Manuals		1701-COM-008	Replace when superseded
Press Releases		1701-COM-006	Permanent

Archive Listing By Department

Communications

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Somerville-Produced Shows	Includes programming information, notes, correspondence.	1701-COM-010	3 years
Somerville School Committee Meetings		1701-COM-011	10 years
Correspondence		1701-COM-027	3 years if no informational or evidential value.
Somerville School Plays		1701-COM-012	Permanent
Videotapes of Baseball Games		1701-COM-027	Permanent
Somerville Sports Events		1701-COM-013	Permanent
Somerville Studio Series Programs	Includes programs like "Senior Circuit" "Raising Families" "Somerville Women Today" "Mayor's Report" "Alderman's Hour" "School Somerville Forum" "Our Schools, Our Cities."	1701-COM-014	Permanent
Public Hearings		1701-COM-007	10 years

Archive Listing By Department

Constituent Service

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
311 Concerns Database	Database containing constituent feedback, both negative and positive. No work orders generated; informational only.	1049-CON-001	3 years
Customer Request Management System (CRM)	Database maintained by (currently) Constituent Services, DPW, Traffic/Parking, and the Board of Health, which produces and maintains work orders based on requests from both external and internal customers. Database is currently housed in an online server	1049-CON-002	Vendor can store data on their server indefinitely. We plan to maintain records in vendor's server indefinitely.
Correspondence	Letters and e-mail addressed to Constituent Services/311 or letters and e-mails addressed to the Mayor's office forwarded to Constituent Services.	1049-CON-006	3 years if no informational or evidential value.
Welcome Kits	Kits for new Somerville residents, including brochures produced by Constituent Services and other city agencies (library, schools, etc.).	1049-CON-005	When superseded. Keep 3 copies of each as permanent record.
Mayor's Constituent Management System (MCMS)	Database containing scanned/emailed correspondence from constituents, as well as copies of the city's mailed or emailed response.	1049-CON-004	2 years if no informational or evidential value.
Headset Gazette	Weekly newsletter containing call statistics and constituent comments. Sent electronically to department heads.	1049-CON-003	2 years

Archive Listing By Department

DPW - Administration

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Billrolls		8001-ADM-032	Use copy.
Bids for Contracts	Record copies on file in Purchasing	8001-ADM-007	2 years, use copy.
Weekly Payroll Form.		8001-ADM-050	Use copy.
Schedule Bills Receivable/Payroll		8001-ADM-049	Following completion of satisfactory audit. Use Copy.
Receipts (a) Hourly Rates		8001-ADM-043	Following completion of satisfactory audit.
Purchase Orders, Departmental copy		8001-ADM-042	After use
Payroll Vouchers, Departmental		8001-ADM-041	After use
Invoices, Departmental	Departmental copy	8001-ADM-037	1 year, use copy.
Budget Estimates		8001-ADM-033	10 years
Foreman's Daily Reports - Rented Equipment		8001-ADM-018	1 year from satisfactory audit.

Archive Listing By Department

DPW - Administration

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Absence Reports (Weekly)		8001-ADM-002	Use copy.
Attendance Sheets		8001-ADM-004	Use copy.
Auditing Reports, departmental copy		8001-ADM-005	Use copy.
Auto Accident Reports		8001-ADM-006	Use copy.
Budget	Includes narrative goals and objectives.	8001-ADM-003	Permanent (one mint copy)
Civil Service Approvals		8001-ADM-008	Permanent
Correspondence		8001-ADM-010	3 years if no informational or evidentiary value.
311 Reports and Work Orders		8001-ADM-011	3 years provided no litigation is pending.
Employee Files	Medical, disciplinary, time off requests, certifications, licenses	8001-ADM-013	Use Copy
Contract Files, departmental copy	Record copy on file in Purchasing	8001-ADM-009	2 years, use copy.

Archive Listing By Department

DPW - Administration

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Employees Employment File (references, applications, etc.)		8001-ADM-016	Use Copy, Keep as long as needed.
Appropriations Ledger	Requests to Board of Aldermen.	8001-ADM-031	Permanent
Inventory Gas Card Ledgers		8001-ADM-019	3 Years
Notice of Intent		8001-ADM-022	1 year from date of hearing.
Parts Installation Book		8001-ADM-024	Permanent
Performance Bonds (Certificates)		8001-ADM-025	Use copy.
Record of Vehicles		8001-ADM-026	1 year after retirement of vehicle.
Requisitions		8001-ADM-027	1 year
Sick Leave Reports		8001-ADM-028	Official copy should be retained by Personnel Dept. Use copy maintained by department until no longer useful.
Transfer of Funds		8001-ADM-029	Following completion of satisfactory audit.

Archive Listing By Department

DPW - Administration

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Account Ledger Transfers		8001-ADM-030	Use copy.
Employee Timesheet	Daily sign-in sheets, overtime sheets	8001-ADM-015	Use copy.
Absence Reports (Daily)		8001-ADM-001	Use copy

Archive Listing By Department

DPW - Buildings and Grounds

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Cemetery Records		8007-BLD-001	Permanent

Archive Listing By Department

DPW - Engineering

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Permit Database		8003-ENG-025	Continuously updated
Assessment Cards		8003-ENG-018	Permanent
Day Book (Payroll Log)		8003-ENG-019	Permanent
Design plans		8003-ENG-020	Permanent
Ledger		8003-ENG-021	Permanent
Permit Books		8003-ENG-022	Permanent
Water Works Plans		8003-ENG-034	Permanent
Daily Dig Safe Permit		8003-ENG-024	3 years
Street layouts		8003-ENG-015	Permanent
Petitions for New Streets		8003-ENG-026	Permanent

Archive Listing By Department

DPW - Engineering

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Roadway Design Plans		8003-ENG-027	Permanent
Street Improvement Plans		8003-ENG-028	Permanent
Street Opening Permits	Includes database.	8003-ENG-030	Permanent
Sewer Applications and Permits		8003-ENG-032	Permanent
Water Works Plans	Water distribution plans from Massachusetts Water Resources Authority, City; water maps for water mains; proposed design plans.	8003-ENG-033	Permanent
Sewer Connection Record Card Index		8003-ENG-023	Permanent
Deed Books		8003-ENG-009	Permanent
Catch Basin Cleaning Report		8003-ENG-001	1 year
Catch Basin Location Files		8003-ENG-002	Permanent
Individual drain files	Field notebooks	8003-ENG-003	Permanent

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DPW - Engineering

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Plans		8003-ENG-004	Permanent
Private Drain Files: Field Notebooks		8003-ENG-005	Permanent
Assessor's Maps		8003-ENG-006	Until superseded
Assessment Books (a) Sewer		8003-ENG-017	Permanent
City Infrastructure Plans		8003-ENG-008	Permanent
Proposed design plans		8003-ENG-016	Permanent
Drawings	Sewer & water	8003-ENG-010	Permanent
Land Court Plans		8003-ENG-011	Permanent
Plan Files	Sewer & water	8003-ENG-012	Permanent
Recorded Land Plans from Registry of Deeds		8003-ENG-013	Permanent

Archive Listing By Department

DPW - Engineering

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Site Utility Plans	New developments	8003-ENG-014	Permanent
Field Books		8003-ENG-031	Permanent
City Construction Standards		8003-ENG-007	Permanent
Street Openings		8003-ENG-037	Permanent
Fire Pipe Connection Books		8003-ENG-040	Permanent
Fire Alarm Boxes: Locations		8003-ENG-038	Permanent until superseded.
Releases on Private Ways		8003-ENG-038	Permanent
Petitions (b) New Streets		8003-ENG-039	Permanent
Street Lighting Records: Public Locations		8003-ENG-035	Permanent
Electrical Permits	Bound volumes	8003-ENG-041	Permanent

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DPW - Engineering

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Street Numbering Plans		8003-ENG-029	Permanent
Assessment Books (b) Sidewalks		8003-ENG-036	Permanent

Archive Listing By Department

DPW - Highways - Lights and Lines
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Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Petitions (c) Sidewalks		8005-HWY-010	Permanent
Petitions (a) Driveways		8005-HWY-008	Permanent
Gate Books		8005-HWY-007	Permanent

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DPW - Inspectional Service

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Gas Permits	Bound volumes by year	8010-ISD-005	Record in permanent log. Retain permit 7 years, provided no litigation pending.
Plans	Plans submitted as part of application process: Includes architects, engineers, initial, interim, and final (as built).	8010-ISD-006	Permanent
Complaint log	Address, complaint, result included in log	8010-ISD-004	7 years after abandonment of building.
Building Permits	Bound volumes by year	8010-ISD-002	Permanent
Certificates of Occupancy	Bound volumes by year	8010-ISD-003	Permanent
Street files	Property files by street & number containing: applications, copies of permits, copies of certificates of occupancy, other certificates, building record cards, plans (if small), complaints, violations, notices, court actions, insurance company corresponden	8010-ISD-008	Permanent
Builders' Licenses	Local licenses pre-dating state licenses.	8010-ISD-001	Record permanently
Plumbing Permits	Bound volumes by year	8010-ISD-007	Record in permanent log. Retain permit 7 years, provided no litigation pending.

Archive Listing By Department

DPW - Water and Sewer

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Water Consumption Testing Record		8008-WAT-010	10 years
Water Pressure Records		8008-WAT-012	10 years
Water & Sewer Payments		8008-WAT-009	20 years*
Shut-Off Locations		8008-WAT-007	Permanent
Water Service (a) Journals	Work on property.	8008-WAT-013	15 years
Installations		8008-WAT-006	Permanent
Hydrant Locations		8008-WAT-005	Permanent
Flow Test Records		8008-WAT-004	20 years
Final sales records		8008-WAT-003	5 years
Customer Account Files		8008-WAT-002	Continuously updated

Archive Listing By Department

DPW - Water and Sewer

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Assessment Card (c) Water		8008-WAT-001	Permanent
Meeting Minutes/Hearings	Water dispute, disciplinary hearings	8008-WAT-019	Permanent
Valve Records		8008-WAT-008	Permanent
Water Service (c) Plates for Route Books		8008-WAT-015	Permanent until superseded.
Water Service (d) Rates and Service		8008-WAT-016	10 years
Water Service (e) Route Books		8008-WAT-017	20 years
Water Service (f) Water History Books (Commitments)		8008-WAT-018	Permanent
Customer Complaints		8008-WAT-011	10 years after last complaint
Water Service (b) Meter Removals and Locations		8008-WAT-014	Permanent

Archive Listing By Department

DPW - Weights and Measures

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Field Book Sealing and Adjustment Records		4501-WEM-004	Upon completion of satisfactory audit.
Meter Test Records		4501-WEM-012	2 years, provided no litigation is pending.
Merchant Equipment Records		4501-WEM-011	2 years beyond date of last entry, provided no litigation is pending.
Hawkers & Peddlers Inspection	Electronic data file.	4501-WEM-010	2 years, provided no litigation is pending.
Fuel Delivery Inspection		4501-WEM-009	2 years, provided no litigation is pending.
Field Inspections & Test		4501-WEM-008	2 years, provided no litigation is pending.
Commodities Reweighing Record		4501-WEM-007	2 years, provided no litigation is pending.
Taxi Inspection		4501-WEM-013	2 years, provided no litigation is pending.
Ledger		4501-WEM-005	Permanent
Annual Notice to Public		4501-WEM-001	1 year

Archive Listing By Department

DPW - Weights and Measures

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Annual Report		4501-WEM-002	Upon completion of satisfactory audit.
Certification of Sealer's Equipment		4501-WEM-003	Until retested & renewed.
Treasurer's Receipts		4501-WEM-006	Upon completion of satisfactory audit.

Archive Listing By Department

Elections

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Voter Registers: Includes Annual Register of Voters, List of Registered Voters, Voters Registered A-Z.	Includes Annual Register of Voters, List of Registered Voters, Voters Registered A-Z.	3501-ELE-012	Permanent
Alphabetical List of Voters		3501-ELE-001	Permanent
Campaign Finance Records		3501-ELE-003	Retain records required to be filed with the clerk until December 31st of the sixth year following the relevant election. Records of
Minutes to the Board of Election Commissioners Meeting		3501-ELE-016	Permanent
Voter Registration Cards		3501-ELE-013	Permanent
Unused Ballots		3501-ELE-011	30 days
Record of Votes Cast		3501-ELE-010	Permanent
Ethics Commission Statements and Receipts		3501-ELE-017	6 years from date of receipt
Census Books		3501-ELE-004	Permanent
City Listing Books		3501-ELE-005	Permanent

Archive Listing By Department

Elections

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Dead List	List of voters who have died in the past year.	3501-ELE-006	2 years
Ethics Commission Files		3501-ELE-007	Permanent
Initiative Petitions, Nominative Papers		3501-ELE-008	1 year if no litigation pending. 3 years for federal legislation or nominations.
Record of Election Books		3501-ELE-009	2 years if no litigation pending.
Elections, Ballots, Regular and Absentee		3501-ELE-008	30 days, if no appeals. 22 months if for candidates ran for Federal Office
Voter Sign-in Books		3501-ELE-014	Permanent
Voting Lists used at Polls		3501-ELE-015	2 years if no litigation pending.

Archive Listing By Department

Executive - Arts Council

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Mailing Lists		1046-ART-011	Permanent
Dogtags		1046-ART-002	Keep sample of 2 per year permanently, discard rest.
Illuminations Christmas Cards		1046-ART-003	Keep at least 10 as samples, roll the rest over until sold completely.
Postcards, program guides, program booklets		1046-ART-004	Keep a permanent sample of at least 25, discard the rest.
Posters		1046-ART-005	Attempt to return to artists; discard after 1 year if unable.
Public Art Collection		1046-ART-006	Attempt to return to artists; discard after 1 year if unable.
T-shirts		1046-ART-007	Keep sample of 2 per year permanently, discard rest.
HUD Reports		1046-ART-010	Expiration of grant plus 7 years.
Sole Source Contracts		1046-ART-028	Use copy; 3 years
Grant Support Material		1046-ART-001	Attempt to return to artists; discard after 1 year if unable.

Archive Listing By Department

Executive - Arts Council

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Sponsorship Form (Artbeat & Illumination)	Contain a history of what was requested, actual donation, date of donation, thank you letter.	1046-ART-012	Permanent
Traffic and Parking Requests		1046-ART-013	Use Copy; 3 years
Volunteer Applications		1046-ART-014	Maintain until volunteer is no longer in the system.
Volunteer Information		1046-ART-015	Maintain until information is no longer valid.
Purchase Orders		1046-ART-026	Use copy; 1 year.
Board of the Arts Council Meeting Minutes		1046-ART-009	Permanent
Rejected Regrant applications		1046-ART-027	1 year
Action Sheets		1046-ART-016	Use Copy; 3 years
Payroll		1046-ART-025	Use copy; 1 year
Open Grants		1046-ART-024	Maintain while open.

Archive Listing By Department

Executive - Arts Council

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Monthly Audit Printouts		1046-ART-023	Use copy; 3 years.
Local Cultural Grant		1046-ART-022	3 years after close of grant and satisfactory audit.
Invoices		1046-ART-021	Use Copy; 1 year
Grant & Regrant Applications		1046-ART-020	Part of Grant Paperwork.
Deposit Slips		1046-ART-019	Use Copy; 3 years
Current Grant Recipients		1046-ART-018	Until superseded
Confirmation of Payment		1046-ART-017	Treat as purchase order; maintain pink copy with grant paperwork.

Archive Listing By Department

Executive - Capital Projects

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Project Files	Includes Inception, Feasibility, Assessment, Designer Selection, Bids, Contracts, Minutes, Change Orders, Substantials, Photos, Correspondence.	1043-CAP-006	Permanent
Timesheets		1043-CAP-009	3 years, use copy.
Rejected Projects		1043-CAP-007	Permanent
Vacation Requests		1043-CAP-010	3 years, use copy.
Purchase Orders		1043-CAP-012	3 years, use copy.
Drawings	Blueprints and existing drawings of already built buildings, or ones in project.	1043-CAP-004	Permanent
City Annual Report		1043-CAP-003	Permanent
Building Assessment / Evaluations		1043-CAP-002	Permanent
Agenda to Mayor		1043-CAP-001	3 years
Budget		1043-CAP-008	3 years

Archive Listing By Department

Executive - Capital Projects

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Invoices		1043-CAP-011	3 years, use copy.

Archive Listing By Department

Executive - Council on Aging

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payroll	Timesheets	1034-COA-010	Use copy.
Program and Trip Files	Includes attendance sheets, financial information, and brochures.	1034-COA-005	3 years
Grant Files (Successful Applications)	Grants received from the Executive Office of Elder Affairs and Somerville-Cambridge Elder Services. Also includes applications for grants which were not won.	1034-COA-002	7 years after completion of all terms of grant, retain EOEA-SGA permanently.
Information and Referral Files	Reference materials on city services, health care, and other applicable social services.	1034-COA-004	When superseded.
Volunteer Files	Includes applications, hours, contact information. Volunteers assist with special events, and programs.	1034-COA-006	3 years after date of last contact.
Annual Reports		1034-COA-007	Permanent unless contained in Town Report, then after use.
Correspondence		1034-COA-009	3 years, if of no informational or evidential value.
Client Information Files	Includes the Council's complete personal history on clients, including medical, social security, intake, abuse, and mental illness information when applicable. Visit notes, identification, housing, health insurance.	1034-COA-001	3 years after date of last contact.
Budget/Invoice Information		1034-COA-011	1 year
Contracts		1034-COA-012	3 years, use copy

Archive Listing By Department

Executive - Council on Aging

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Board of Directors minutes		1034-COA-008	Permanent
Grant Files (Unsuccessful Applications)		1034-COA-003	After final rejection, unless of informational value.

Archive Listing By Department

Executive - Human Rights

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Director's Report	Given at Commission meeting.	1048-HRC-008	Permanent
Conversations Project Roundtables		1048-HRC-002	Permanent
Flyers from "Know Your Rights" Events		1048-HRC-003	Permanent
Conversations Project Files		1048-HRC-001	Permanent
Incident Spreadsheet	Has names, type of problem, action taken, keywords, contact info, incident description.	1048-HRC-004	Maintain as long as useful for reference.
Press articles on Human Rights Council		1048-HRC-005	Permanent
Bylaws, Ordinances, Rules and Procedures		1048-HRC-006	Permanent
Correspondence		1048-HRC-007	3 years if no evidential or informational value.
Human Rights Activities Annual Report		1048-HRC-009	Permanent
Intern Files		1048-HRC-010	3 years

Archive Listing By Department

Executive - Human Rights

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Minutes of the Somerville Immigrant Action Committee		1048-HRC-012	Permanent
State of Human Rights Annual Report		1048-HRC-013	Permanent
Minutes of the Human Rights Commission	Agendas contained in minutes.	1048-HRC-011	Permanent

Archive Listing By Department

Executive - SomerStat

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Purchase Orders		1042-SOM-010	1 year
Payroll		1042-SOM-009	1 year
Special Studies		1042-SOM-002	Permanent
Invoices		1042-SOM-008	1 year
Meeting Documents	Includes Powerpoint Presentations, List of Tasks, Briefing Notes, List of Questions, Open Tasks.	1042-SOM-007	Permanent
Correspondence		1042-SOM-006	3 years if no evidential or informational value.
2007 Budget Calculations		1042-SOM-005	Permanent
Surveys of the Departments		1042-SOM-003	Permanent
2007 Budget		1042-SOM-004	Permanent
Daily Memo to Mayor		1042-SOM-001	Permanent

Archive Listing By Department

Executive - Sustainability and Environment

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Brownfield Files	Quarterly reports, maps, related grants, RFPs, reports of assessment, clean-up, monitoring, and verification.	1050-SUS-002	3 years after end of project, permanent if records are of historical value
Public Education Material	Brochures, calendars, and other printed materials related to environmental issues in Somerville.	1050-SUS-003	Until superseded; keep 3 copies of significant publications permanently.
Correspondence		1050-SUS-004	3 years if no informational or evidential value.
Grants	Applications and reports. Grants can be federal, state, and private, and can be monetary or in-kind.	1050-SUS-005	Completion + 7 years or satisfactory audit, whichever later.
21(e)/MCP Files	Notices and reports related to the clean-up of contaminants on Somerville properties.	1050-SUS-001	As long as of administrative value.

Archive Listing By Department

Finance - Assessing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Statutory Exemption Applications & Certificates		2301-BAS--007	Keep last 3 years.
Ownership of Property, tax values & assessments, descriptions, taxes, Taxes Assessed, Commitments		2301-BAS--010	Permanent
Assessment Books (c) Street Betterment		2301-BAS-013	Permanent
Assessment Cards (b)	Field Cards	2301-BAS-012	Permanent
Motor Vehicle and Excise Tax Abatements		2301-BAS-013	Following completion of satisfactory audit.
ATB Files Real Estate		2301-BAS--005	3 years after appeal settled
Budget, Payroll, Requisitions from Previous Fiscal Year		2301-BAS--006	After satisfactory audit.
Businesses in City, Values, etc.	Includes business name, location, account number, value of property, owner's name and address, their city and state, code (state business code), type (office/service/fuel) and total taxes.	2301-BAS--008	Permanent
Property Values		2301-BAS-011	Permanent
Open and Closed Appellate Tax Court Cases		2301-BAS--004	Permanent

Archive Listing By Department

Finance - Auditing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Ledger, Cemetary Trust Fund		2101-AUD-020	Permanent
Encumbrances		2101-AUD-017	Following completion of satisfactory audit.
Disallowance, Notices of		2101-AUD-016	Following completion of satisfactory audit.
Condensed Balance Sheets		2101-AUD-015	7 years or after final audit, whichever is later.
Closed Purchase Requisitions		2101-AUD-014	7 years or after final audit, whichever is later.
Classification of Reciepts and Payments		2101-AUD-013	7 years or after final audit, whichever is later.
Appropriations Table of Estimated		2101-AUD-011	After Use
Appropriations Notice of Transfer		2101-AUD-009	Following completion of satisfactory audit.
Ledger, Debt		2101-AUD-022	Permanent
Appropriations Notice of Expended		2101-AUD-008	Following completion of satisfactory audit.

Archive Listing By Department

Finance - Auditing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Appropriations and Expense Ledger		2101-AUD-007	Permanent
1099s to Vendors		2101-AUD-003	3 years following completion of satisfactory audit.
1099 Registers		2101-AUD-002	3 years following completion of satisfactory audit.
MSBA (Massachusetts School Building Authority) Reimbursement Forms		2101-AUD-058	Permanent
Appropriations Statement Monthly, Form AD 18		2101-AUD-010	Following completion of satisfactory audit.
Funded Debt, Grants and Bonds	Includes purchase orders and invoices for funded projects.	2101-AUD-060	Life of Debt
Warrants, Bill and Payroll. Form C1, C2, T1, T2		2101-AUD-052	After satisfactory audit.
Purchase Orders		2101-AUD-049	7 years
Invoices		2101-AUD-048	7 years
Warrants, Bill, Payroll		2101-AUD-046	Following completion of satisfactory audit.

Archive Listing By Department

Finance - Auditing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Journal		2101-AUD-018	Permanent
Timesheets		2101-AUD-045	Use copy.
Ledger, General. Form AD-3, 7		2101-AUD-023	Permanent
Correspondence		2101-AUD-041	3 years if no evidential or informational value.
Contract Files		2101-AUD-040	7 years after termination, except contracts under seal, then 21 years after termination. (Most contracts are under seal.)
Non-Negotiables		2101-AUD-027	7 years
Ledgers	Includes Subsidiary, subledger cumulative, general, and classification, appropriation	2101-AUD-026	Permanent
Budget Estimates, Annual		2101-AUD-039	After Use
Payments to Treasurer, Schedule of Departmental. Form 9, 10.		2101-AUD-029	Following completion of satisfactory audit.
Registers		2101-AUD-030	If check register, goes in with list of reports.

Archive Listing By Department

Finance - Auditing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Vouchers		2101-AUD-033	7 years
Annual Report		2101-AUD-034	Permanent
Assistant, Appointment of		2101-AUD-035	Permanent

Archive Listing By Department

Finance - Auditing - Payroll

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payroll Adjustment Sheets		2101-AUD-059	1 year
Employee Files		2101-AUD-057	20 years after termination of employee
Register		2101-AUD-056	7 years
Electronic Pre-Processing Register		2101-AUD-055	Permanent
Ledgers		2101-AUD-054	Permanent
Timesheets		2101-AUD-053	7 years

Archive Listing By Department

Finance - Treasurer & Collector
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Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Canceled Checks		2201-TRE-014	Upon transmittal.
Canceled Payroll Checks		2201-TRE-015	Shred after 7 years
W-2 Copies		2201-TRE-011	Permanent
Bills Receivable, Schedule of. Form AD 34,35		2101-AUD-047	Following completion of satisfactory audit.
Payroll Bank Letter		2201-TRE-008	2 years
Receipts for preceding year, Notice of		2101-AUD-050	After Use
Cash Records and Accounts Receivable Records		2201-TRE-001	1 year; after satisfactory audit completed.
Note and Bond Sales		2201-TRE-006	Permanent
Cash Sheets, Collector's. Form AD 26		2101-AUD-012	Following completion of satisfactory audit.
Copies of Employee Levys		2201-TRE-012	Permanent

Archive Listing By Department

Finance - Treasurer & Collector
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Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Debt Record		2101-AUD-042	Permanent
Tax Titles		2201-TRE-010	Permanent
Cash Sheets and Counter Work		2201-TRE-002	7 years, or after satisfactory audit.
Request for Municipal Lien Certificates		2201-TRE-009	1 year
Collection Records	Includes water, real estate, personal property, excise.	2201-TRE-003	3 years
Insurance Company Withholdings		2201-TRE-004	2 years
Municipal Scholarship Program		2201-TRE-005	3 years
Deferred Compensation Employee Holdings		2201-TRE-013	2 years or after satisfactory audit, whichever comes later.

Archive Listing By Department

Finance - Treasurer and Collector
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Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
	Treasurer's Receipts, Schedule of. Form AD 11	2101-AUD-051	Following completion of satisfactory audit.

Archive Listing By Department

Fire

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Memos & Correspondence		4201-FIR-013	3 years if no evidential or informational value.
Appartus Report	One report for each company, ladder truck, and engine company.	4201-FIR-021	1 year after retirement of apparatus.
Invoices		4201-FIR-019	5 years
Injury Cards		4201-FIR-008	Permanent
Budget		4201-FIR-026	Use copy; keep 3 years.
Maintenance Log		4201-FIR-023	15 years
Vacation Time Sheets		4201-FIR-032	Use copy; keep 3 years.
Injury Forms		4201-FIR-009	Retain permanently as part of permanent personal file.
NFBA Report		4201-FIR-014	Permanent
Paid Details		4201-FIR-015	Use Copy; keep 3 years.

Archive Listing By Department

Fire

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payroll Registers		4201-FIR-020	Use Copy; keep 3 years.
Personal Files	Contains awards, training, medical file, vacations, anything individual.	4201-FIR-016	Permanent
Station Manpower	Daily Reports	4201-FIR-017	3 years
Grants		4201-FIR-018	3 years after final audit.
Liason Correspondence		4201-FIR-011	3 years; longer if audit findings not resolved.
911 Audio Tapes		4201-FIR-001	1 year; assuming no litigation pending.
Still Cards		4201-FIR-012	Permanent
Repair Requests		4201-FIR-024	After work completed.
Doctor's Notes		4201-FIR-005	Retain permanently as part of permanent personal file.
Completed Detail Folders		4201-FIR-004	Permanent

Archive Listing By Department

Fire

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Active Detail Folders		4201-FIR-002	Retain while open, plus one year.
Fire Reports	Contains Incident Reports and Fire Reports with: incident; vehicles, buildings, people involved; narrative of fire/incident; how department responded.	4201-FIR-006	3 years if no litigation is pending; record permanently.
Education		4201-FIR-027	Use copy; keep 3 years.
EMT		4201-FIR-028	Use copy; keep 3 years after end of employment.
Personnel Files		4201-FIR-029	Permanent
Retired Firefighter Medical Records		4201-FIR-030	Permanent
Applicant Files		4201-FIR-025	Use copy; keep 3 years.
Retired Deceased Firefighters		4201-FIR-031	Permanent
HAZMAT Files		4201-FIR-007	Part of Fire Report/Incident Cards.
Auto Fires		4201-FIR-003	Part of Incident Report.

Archive Listing By Department

Fire - Emergency Management

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
FEMA and MEMA notices and directives from the state		4201-EGT-008	5 years
Equipment and training grant proposals		4201-EGT-013	7 years
Traffic Meetings		4201-EGT-012	5 years
SAFE (Student Awareness of Fire Safety) Grant Files	Contains all grant paperwork and correspondence.	4201-EGT-011	5 years
Natural Disaster Reimbursement	Reimbursements from Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA).	4201-EGT-010	5 years
Local Energy Planning Committee Bylaws		4201-EGT-009	Permanent
Emergency Management Correspondence	Includes responses to Department of Homeland Security e-mails.	4201-EGT-007	3 years if no evidential or informational value.
Training announcement and operational plans from the state		4201-EGT-006	5 years
Records of Drills and Exercises executed	Complete narrative and financial report of drill, operational plans, sometimes a list of participants, and photos of drills.	4201-EGT-005	5 years
Local Energy Planning Committee Minutes		4201-EGT-004	Permanent

Archive Listing By Department

Fire - Emergency Management

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Local Energy Planning Committee Agendas		4201-EGT-003	Permanent
Comprehensive Emergency Management Plan	Contains operational plans, primary city shelters, notification plans, resources for each discipline (number of fire trucks, police cars, DPW plows).	4201-EGT-001	Replace when superseded; maintain one copy of each version permanently.
EMS Files	Cataldo ambulance files: contain training reports, equipment received, memos of understanding, mutual aid agreements, operating plans.	4201-EGT-002	7 years

Archive Listing By Department

Fire - Fire Prevention

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Weekly Schedule	Internal scheduling document.	4201-FPV-005	3 Years
Smoke Detector Compliance Files	Index cards used as a quick reference and index for residential Street Address Files.	4201-FPV-002	Permanent
Street Address Files	Contains: Applications for Certificates of Compliance, permits, contractor information, fire system plans (either general or as-built), testing reports for fire alarms, violations, and any other materials related to fire inspection of residential or commercial	4201-FPV-003	Permanent
Fire Alarm and Sprinkler Deficiency Reports	Index cards used as a quick reference and index to problems located at commercial properties.	4201-FPV-001	Permanent
Daily Roster	Roster of personnel. Sent to Fire Department daily.	4201-FPV-004	3 years

Archive Listing By Department

Grants Management

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Grant Proposals	City submissions and proposals	2105-GMT-002	Permanent
Community Supported Proposals		2105-GMT-001	Maintain for as long as Mayor is in office.

Archive Listing By Department

Information Technology

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Correspondence		2110-INT-004	3 years if no informational or evidentiary value.
Departmental Budget/Purchase Spreadsheet	Spreadsheet of all IT Purchases sorted by Line Item, date, vendor, cost, requesting dept. & description of items Tracks current fiscal year IT Budget. Departmental use only.	2110-INT-005	Until superseded.
Payroll Sheets (Departmental)		2110-INT-006	5 years.
Vacation/Sick Time Database	Departmental use only.	2110-INT-007	As long as of administrative value.
Userid Database	For Administrative use only. A Listing of all Users on the Unix System. Passwords are confidential to the user only.	2110-INT-003	As long as of administrative value.
Track-It Database	Records all city computer equipment (Model, Make, Serial #). Licensed Software installed on city computers, and Work Orders.	2110-INT-002	As long as of administrative value.
Invoices		2110-INT-008	Use Copy, 3 years

Archive Listing By Department

Law

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Litigation: Closed Files		2501-LAW-009	30 years. Retained further at the discretion of the City Solicitor.
Correspondence (electronic & hard copy)		2501-LAW-006	2 years if no evidential or informational value; correspondence that is part of case files should be retained with case files.
Deed & Land Sales		2501-LAW-007	Permanent
Claims: Closed Files	Contains: Correspondence, Notes, Pleadings, Research, Evidentiary (witness stmnts, photos, records), medical records, motions, discovery - deposition transcripts, personnel folders, architects' plans, audio/videotapes, etc.	2501-LAW-003	30 years after final closure of case, assuming no pending litigation.
Leases		2501-LAW-008	Keep for expiration of lease or tenancy plus 10 years, whichever is longer.
Opinions		2501-LAW-011	Permanent
Ordinances & Home Rule Petitions Drafts (electronic & hard copy)		2501-LAW-012	30 years.
Files Open/Closed Log card file	Same as Log, but has much less information.	2501-LAW-022	Permanent
Original contract checkoff sheets showing attorney's approval	Contract signoff sheet.	2501-LAW-023	15 years after final closure of case.
Public Records Requests		2501-LAW-024	6 years if no evidential or informational value

Archive Listing By Department

Law

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Requests for Time Off		2501-LAW-025	2 years
Files Open/Closed Log	Shows if the City was sued.	2501-LAW-021	Permanent
Weekly Payroll		2501-LAW-026	Use Copy; 1 year
Case File	Contains: Correspondence, Notes, Pleadings, Research, Evidentiary (witness stmts, photos, records), medical records, motions, discovery - deposition transcripts, personnel folders, architects' plans, audio/videotapes, etc.	2501-LAW-001	Retain while open

Archive Listing By Department

Library

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payroll Database	Departmental use only.	6101-LIB-022	3 years
Patron Information Database		6101-LIB-012	After expiration of patron's borrowing privileges.
Annual Reports	Created by Library Director for Library Board of Trustees.	6101-LIB-013	Permanent
Library Building Program Files	Narratives of requirements for building projects, created by Library staff and/or consultants.	6101-LIB-015	7 years
Library Building Project Files: Blueprints		6101-LIB-017	20 years
Long-Range Plans	Plans covering 3-5 year intervals, as required by the state.	6101-LIB-018	Permanent
Reports and Statistics	Output measures reports for Somerstat, MBLC statistics (Annual Report Information Survey) and reports, State Aid Application.	6101-LIB-020	Permanent
Overdue Notices		6101-LIB-011	After use.
Mayor's Approvals: Authorization for Payments		6101-LIB-004	After completion of satisfactory audit.
Meeting Minutes: Trustee's Minutes		6101-LIB-019	Permanent

Archive Listing By Department

Library

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Complaint and Censorship Records	Verbal, email, and paper complaints.	6101-LIB-010	After resolution, plus 1 year.
Circulation Statistics	Monthly statistics on circulation factors such as item category and format, reciprocal borrowing, and interlibrary loan.	6101-LIB-009	Permanent
Circulation Records		6101-LIB-008	After use
Bibliographic Database		6101-LIB-007	After deaccession
Employee Files	Basic employment information kept on index cards for departmental reference use.	6101-LIB-023	After use
Operating Budget		6101-LIB-005	Use copy 3 years
Library Building Project Files	Reports, plans and schedules drawn up by project architects.	6101-LIB-016	20 years
Correspondence		6101-LIB-003	3 years if no informational or evidentiary value.
Bills, Outstanding statement of		6101-LIB-002	After completion of satisfactory audit.
Billrolls		6101-LIB-001	After completion of satisfactory audit.

Archive Listing By Department

Library

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Application for a Library Card		6101-LIB-006	After use.
Annual Reports: Library Commissioner	Created by Library Commissioner.	6101-LIB-014	When superseded

Archive Listing By Department

Mayors Office

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Online Calendar		1030-EXC-001	End of term plus three years.
Claims against city.	A handwritten log recording complaints.	1030-EXC-003	Permanent

Archive Listing By Department

Personnel

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Absence Reports (Daily)		1901-PER-001	2 years, provided no litigation is pending.
Training Report for Individual Employees		1901-PER-013	20 years after termination.
Public Safety Certifications		1901-PER-011	20 years after termination of employee
Sick Leave Reports		1901-PER-012	3 years
Absence Reports (Weekly)		1901-PER-002	2 years, provided no litigation is pending.
Accident Report Forms - Occupational Injuries		1901-PER-003	7 years
Accident Reports: Personal Injury		1901-PER-004	7 years, provided no litigation is pending.
Criminal Offender Record Information (CORI) Check		1901-PER-006	3 years
Employment Applications: Unhired		1901-PER-007	2 years
Group Insurance Reports		1901-PER-008	3 years

Archive Listing By Department

Personnel

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Medical Letters		1901-PER-009	2 years
Personnel Files	Includes Appointment Certificates, Action Sheets, Civil Service Approvals and Forms, Disciplinary Letters, Employee Applications: Hired, Leave Reports: Authorized, Salary Letter, Leave of Absence Reports, and Timesheets.	1901-PER-010	20 years after termination.
Worker's Compensation		1901-PER-014	2 years after the death of the employee.
Application files for public safety certifications (unhired/not yet hired)		1901-PER-005	7 years

Archive Listing By Department

Personnel - Payroll

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payroll Deduction Reports		1901-PER-015	After satisfactory audit.
Payroll, Weekly, Bi-weekly, or Monthly Payroll		1901-PER-018	After satisfactory audit.
Payroll, Quarterly Reports		1901-PER-016	1 year
Payroll, Registers		1901-PER-017	After satisfactory audit.

Archive Listing By Department

Police

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Closed Investigation Reports		4301-POL-002	For Murder Investigations and Sexual Assault - Permanent; All other investigations - 11 years.
Case Files	Case Files contain photos, original report, witness statements, list of witnesses, description of evidence submitted for analysis, copy of evidence tags, report of evidence analysis, photos of crime scenes and accident investigations.	4301-POL-001	For Murder Investigations and Sexual Assault - Permanent; All other investigations - 11 years.
Log Book		4301-POL-008	Permanent
Closed Sexual Investigation Reports		4301-POL-003	Permanent
Death Reports		4301-POL-004	Permanent
Gun Licenses	FID cards & License to Carry (LTC) cards	4301-POL-005	Permanent
Internal Affairs (IA) Files	IA files contain: complaints, investigations, evidence, photos, medical records of victims.	4301-POL-006	Permanent
Juvenile Investigations		4301-POL-007	For Murder Investigations and Sexual Assault - Permanent; All other investigations - 11 years.
Grant Paperwork	Proposals, documentaion of goals.	4301-POL-013	3 years after final audit.
Sexual Investigation Reports		4301-POL-010	Permanent

Archive Listing By Department

Police

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA)		4301-POL-012	3 years; longer if audit findings not resolved.
Equipment Maintenance Log		4301-POL-014	After retirement of equipment, if no litigation pending.
Medical File		4301-POL-015	Permanent
Payroll		4301-POL-016	1 year, use copy.
Taxi Cab Records	Contain: the drivers, their records, their criminal records, driving history, and inspection records.	4301-POL-011	3 years after deaccession of taxi.
Missing Person Reports		4301-POL-009	Permanent

Archive Listing By Department

Police - Animal Control

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Abuse Reports	Sent to MSPCA	1038-ANI-002	5 years
Complaint Reports		1038-ANI-006	2 years
Kennel Animal Reports & Log	Includes Somerville surrenders, surrenders to MSPCA, resident surrenders, and adoptions	1038-ANI-008	2 years
Lost Animals Log		1038-ANI-009	2 years
Barking Complaints		1038-ANI-004	2 years
311 Animal Complaints		1038-ANI-001	2 years
Unlicensed Dogs Log		1038-ANI-014	2 years
Bite Reports & Incidents	Includes Rabies test results, and Quarantine Reports	1038-ANI-005	2 years

Archive Listing By Department

Purchasing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Invoices	Departmental	2001-PUR-005	7 years provided a satisfactory audit has been completed.
Contract Files (all documentation of award and performance of contract)	Includes contract, insurance information, correspondence related to both the preparation and execution of the contract (including mayor's cover sheet), purchase orders and performance bonds.	2001-PUR-003	7 years following fulfillment of terms of contract except contracts under seal, then 21 years following fulfillment of contract, provided all relevant audits have been satisfactorily
Project Files	Includes information concerning construction projects such as Purchase Orders, Visibility Studies, and Certified Payrolls	2001-PUR-012	Permanent
Procurement Officer's Delegation of Powers and Duties		2001-PUR-006	7 years following expiration, revocation or amendment.
Purchase Order Reports	Daily listing of all purchase orders citywide.	2001-PUR-007	1 year following next satisfactory audit.
Purchase Orders	Not attached to specific contracts.	2001-PUR-008	3 years
Purchase Requisitions		2001-PUR-009	1 year following next satisfactory audit.
Bids and Proposals	Includes Invitations for Bids (IFB), Requests for Proposals (RFP), Requests for Quote (RFQ), and Requests for Information (RFI).	2001-PUR-011	8 years
Emergency Procurement Files	Department of Capital Asset Management (DCAM) authorization, contract, insurance information, correspondence related to both the preparation and execution of the contract (including mayor's cover sheet), purchase orders and performance bonds.	2001-PUR-004	7 years following final payment provided all relevant audits have been completed.
Surplus File	Disposition of property and equipment.	2001-PUR-010	7 years following payment provided all relevant audits have been completed.

Archive Listing By Department

Purchasing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Contract Database	Includes contract number, expiration date, value, and department involved.	2001-PUR-002	As long as of administrative value.

Archive Listing By Department

Recreation

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Photographs		6301-REC-003	Permanent
Biannual Schedules		6301-REC-008	Permanent
Club/Leage Information		6301-REC-002	2 years after end of program.
Program Fliers		6301-REC-004	Kept one permanent sample.
Program Information		6301-REC-005	Permanent
Saturday Playground information		6301-REC-006	2 years after end of program.
Applications		6301-REC-009	2 years, assuming no litigation. If job application, transfer to Personnel.
Budgets		6301-REC-010	Permanent
Minutes		6301-REC-011	Permanent
Billrolls		6301-REC-012	2 years, use copy.

Archive Listing By Department

Recreation

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payrolls		6301-REC-013	2 years, use copy.
Children's Theatre Information	Now named Project Star	6301-REC-001	2 years after end of program.

Archive Listing By Department

Retirement

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Audit Report		9601-RET-005	10 years
Invoices		9601-RET-024	7 years.
Sample Ballot		9601-RET-023	Permanent
Tapes of Minutes		9601-RET-021	After transcription into paper copy.
Accounts Journal		9601-RET-001	Permanent
Actuarial Valuation Studies and Reports		9601-RET-002	Permanent
Timesheets		9601-RET-018	2 years, use copy.
Annual Report to PERA	Includes annual statistics.	9601-RET-004	7 years
Requests for Proposal (RFP)	For bonds and investments	9601-RET-012	7 years
Bonds of Fiduciaries		9601-RET-006	7 years after expiration of bond.

Archive Listing By Department

Retirement

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Cash Book		9601-RET-007	7 years
CETA Files		9601-RET-008	80 years
Check Registers		9601-RET-009	7 years
Custodial Reports	Breakdown of purchases and sales each month. Includes IBT (Investment, Bank, and Trust) records	9601-RET-010	2 years
Member Elections	Includes nomination papers, notice of election, notification of results, appeals.	9601-RET-022	2 years after election, if no litigation is pending.
Annual Report to Mayor		9601-RET-003	Permanent
Investment Files	Includes Exemption File, Advisors' Disclosure Statements, Invoices, Monthly Reports, Sales Orders and Confirmations, Reviews, Minutes, and Statements of Objectives.	9601-RET-026	7 years after termination of transaction or advisor, whichever is later.
General Correspondence		9601-RET-015	3 years, if no evidential or informational value.
Requests for Time Off		9601-RET-017	2 years
W2s		9601-RET-019	Permanent

Archive Listing By Department

Retirement

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Certificate of Establishment of System		9601-RET-013	Permanent
TACS Retirement Database	Manages taxes and pensions. Includes name, date of birth, salary, current balance, date of retirement, amount received per month, years of service.	9601-RET-027	80 years
Past Payrolls		9601-RET-016	Permanent
Meeting Minutes		9601-RET-020	Permanent
Vouchers		9601-RET-025	7 years
General Ledger		9601-RET-011	Permanent
Retirement Benefits Case File	Includes name, date of birth, address, social security number, veteran status, disability status, medical information, beneficiaries, annuity information, retirement records, death records, accidental death records.	9601-RET-028	80 years

Archive Listing By Department

SPCD - Economic Development

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Project Files	Includes: contracts, scope of work, invoices, correspondence, memos, phone contact memos, GANTT charts, studies, plans, zoning, planning decisions.	2910-SPC-0213	Closure plus 7 years; review and weed at time of closure and after 7 years. Some records have potential archival value.

Archive Listing By Department

SPCD - Parks and Open Spaces

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Project Files	Includes: bids, contracts, product information and samples, design plans, construction specs, invoices, memos, public meeting notices, input, photographs.	2910-SPC-022	Closure plus 7 years; review and weed at time of closure and after 7 years. Keep plans and specs 15 years. Some records, including photos, have potential archival value.

Archive Listing By Department

SPCD - Administration

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Payments to Treasurer	Payments to Treasurer.	2910-SPC-009	After completion of satisfactory audit.
Payroll	Timesheets, salary increases, payroll register	2910-SPC-008	2 years
HUD Grant Records	Applications, 1 year action plan, 5 year consolidated plan, invoices, contracts.	2910-SPC-002	Expiration plus 7 years.
State and Federal Grant Records	Main grantors include: Environmental Protection Agency (EPA), Massachusetts Historic Preservation Commission, Self-Help.	2910-SPC-004	Expiration plus 7 years.
Accounts Payable, Including Vendors' Contracts		2910-SPC-005	7 years
Bank Statements		2910-SPC-006	After completion of satisfactory audit.
Deposit Records		2910-SPC-007	After reconciliation of appropriate bank statements.
Initiatives	Requests for Proposal (RFPs), responses, analysis, plans, reports, correspondence.	2910-SPC-001	Closure plus 7 years. Review and weed at closure. Built plans are permanent. Some may have potential archival value.

Archive Listing By Department

SPCD - Economic Development - Historic

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Pre-Demolition Materials	Includes photographs, applications, research, decisions in compliance with the Demolition Review Ordinance.	1044-HIS-007	Permanent
Payments to Treasurer	Deposits to Historic Celebration Revolving Fund based on Somerville memorabilia sales, event fees, etc.	1044-HIS-011	After completion of audit.
Invoices	Invoices for contractors, consultants, vendors.	1044-HIS-010	1 year
Project Files	Grant-funded projects, which may include: grant applications, RFPs, bidders' documents, compliance reports to state archaeologist, HUD or other gov't bodies; contracts and associated documents, invoices, and completion reports.	1044-HIS-008	Permanent
Nominations for National Register	Copies are maintained on file in office and at Massachusetts Historical Commission.	1044-HIS-006	Permanent
Historic Resource Surveys	Includes narrative, photographs, maps, and bibliography.	1044-HIS-005	Permanent
Historic Resource Materials	Reference books, photos, clippings, local histories, City reports, Board of Trade, etc.	1044-HIS-004	As long as of administrative value.
Commission Publications and Public Information	Beyond the Neck book (OUP); brochures, event programs, walking tours, videotapes	1044-HIS-003	Permanent
Case Files	Includes: application; submissions from owner (such as architectural drawings, photographs, clippings, material samples, professional recommendations and reports, secondary source material), abutters' list; correspondence; demolition review applications, p	1044-HIS-002	Permanent
Annual File	Copies of documents relating to Commission's work.	1044-HIS-001	Review for continuing value every 5 years.

Archive Listing By Department

SPCD - Economic Development - Historic

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Reports	Annual Report for HUD = Consolidated Annual Performance & Evaluation Report (CAPER); Annual Report to MHC as Certified Local Government (CLG); Annual Report for City.	1044-HIS-009	Permanent

Archive Listing By Department

SPCD - Housing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
McKinney Applications	24 CFR 576.65 re Emergency Shelter Grants program (McKinney Homeless Assistance Act) – each grantee must ensure records maintained for 4years to document compliance with Subpart F Grant Administration.	2910-SPC-017	Closure plus 7 years.
Client files: By program – Lead Abatement, Housing Rehabilitation	May include: intake summary form and supporting documents; lead paint inspection; program fact sheets; funding source summary; specifications; cost estimates; bidding docs; award letters; loan notes; mortgages; payment schedules/payments. Integrated Disbu	2910-SPC-013	2 years after loan is discharged or forgiven.
Condo Conversion	Includes copies of removal permits. Organised by property address	2910-SPC-021	Permanent
Condo Review Board	Agenda and minutes.	2910-SPC-014	Permanent
Fair Housing Commission files	Complaints, investigations, hearings, mediation, report findings and recommendations.	2910-SPC-015	Permanent
Fair Housing Commission policies		2910-SPC-016	Permanent
Project Files - FEMA Emergency Food and Shelter Grant	FEMA Emergency Food and Shelter Grant information	2910-SPC-022	see relevant record series
Affordable Housing Trust: Minutes		2910-SPC-012	Permanent
Inclusionary Housing Files	Documentation of marketing of, eligibility for, lottery, etc. for units made available for affordable housing under the City's Inclusionary Zoning Ordinance.	2910-SPC-021	Permanent
Project Files - Heartwrap	Hearwrap administrtion files	2910-SPC-023	See relevant record series

Archive Listing By Department

SPCD - Housing

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Affordable Housing Trust: Case Files	Includes: decisions, commitment letters; loan agreements (promissory note kept separately; large ones kept with SPCD Finance and Administration); budgets; financial records.	2910-SPC-011	Permanent
HOME Match Files	Documentation of federally required 25% matching funds.	2910-SPC-020	Permanent.
PASS (Prevention and Stabilization Services) / Shortstop program	Copies of client files, requisitions, contracts.	2910-SPC-019	End of contract, plus 7 years.
Housing Development Case Files	Includes: development file, acquisition, tenant info, contracts, certificates of occupancy, building permits, tax assessments, owner eligibility, affordability restrictions, environmental reports. Note: Individual loans are placed in client files when co	2910-SPC-018	2 years after loan is discharged or forgiven.
40B files	Case files, correspondence, minutes.	2910-SPC-010	Permanent

Archive Listing By Department

SPCD - ISD

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Deposits		4701-BOH-032	1 year
Applications for licenses		4701-BOH-025	Permanent
Complaints		4701-BOH-026	7 years
Licenses and Permits	Includes retail foods, food services, milk, ice cream	4701-BOH-028	Permanent
Housing Inspection Reports		4701-BOH-027	7 years
Restaurant Inspection Reports		4701-BOH-030	7 years

Archive Listing By Department

SPCD - Parks and Open Spaces

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Parks and Open Space: Park inventory (to be created)	Database and web pages.	2910-SPC-021	Continuously updated.
Open Space and Recreation Plan	5 year plan.	2910-SPC-020	Permanent

Archive Listing By Department

SPCD - Parks and Open Spaces - Conser

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Annual Reports		1033-CCO-009	Permanent
Environmental Impact Reports		1033-CCO-003	Closure of project + 7 years.
Special Agreements	Agreements with Massachusetts Department of Conservation (DCR; formerly known as MDC) and MURA (do not file NOI).	1033-CCO-007	Permanent
Program Information		1033-CCO-006	Review after 5 years. Some documents may have potential archival value.
Granted Petitions		1033-CCO-004	Use copy (hold 5 years).
Community Development: Comments to Planning & Zoning	Relates to projects outside the mandatory jurisdiction of the Conservation Commission.	1033-CCO-002	5 years
Case Files	May include: application, notice of intent (NOI), RDA (Request for Determination of Applicability), Yearly Operational Plan (YOP), order of conditions, certificate of compliance, engineering, architectural maps.	1033-CCO-001	Permanent
Yearly Operational Plans [YOP]	Railroad	1033-CCO-008	Part of filings; 5 year plans saved retained permanently. Can dispose when superseded.
Hearings and Minutes	Hearings and Minutes	1033-CCO-005	Permanent

Archive Listing By Department

SPCD - Planning & Zoning

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Minutes	ZBA Minutes	2901-PLB-008	Permanent
Case Files	Applications, correspondence, plans, approvals, decisions.	2901-PLB-001	Permanent
Legal Opinions		2901-PLB-002	Permanent
Zoning Ordinances and Amendments		2901-PLB-003	Permanent
Minutes		2901-PLB-004	Permanent
Case Files	Decisions plus all public documents: Application, correspondence, plans, GIS/tax maps for abbuttors, litigation, videos of high profile cases (historic preservation).	2901-PLB-005	Permanent
Case Numbers and Street Adresses		2901-PLB-007	Permanent
ZBA Hearing Audiotapes		2901-PLB-010	After minutes transcribed and any litigation settled.
Notices	Notices (created to satisfy 40a & 40b); for public hearings.	2901-PLB-009	Permanent
Results	Decisions of Board; provides necessary information prior to transcription of meeting minutes.	2901-PLB-006	Permanent

Archive Listing By Department

SPCD - Redevelopment Authority

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Meeting Minutes		2910-RDA-004	
Approvals by Board of Aldermen		2910-RDA-003	
Urban Renewal Plans		2910-RDA-001	Permanent
Approvals by Commonwealth		2910-RDA-002	
Studies		2910-RDA-005	

Archive Listing By Department

SPCD - Transportation and Infrastructure

Record Series:

Record Description:

**Municipal Series
Number:**

**Recommended
Retention:**

Project Files

Archive Listing By Department

Traffic & Parking

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Parking Tickets: Records of Disposition		4401-TRP-007	See above
Parking Tickets: Copies		4401-TRP-006	3 years
City Project Files: Parking Issues		4401-TRP-002	Permanent
City Project Files: Traffic Flow		4401-TRP-003	Permanent
Invoices		4401-TRP-013	Use Copy; Dispose after 1 year.
Paperwork for signs and temporary permits		4401-TRP-005	2 years
Ticket History		4401-TRP-008	See above
Traffic Regulations		4401-TRP-009	Permanent
Meeting Minutes	Parking and Traffic Commission	4401-TRP-010	Permanent
Requests for Leave	Includes sick leave, vacation, personal days, excused absences, union days, other.	4401-TRP-011	7 years

Archive Listing By Department

Traffic & Parking

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Timesheets		4401-TRP-012	7 years
Appealed Parking Tickets	Includes all relevant documentation.	4401-TRP-014	3 years after final payment of the ticket or closure of the incident, whichever comes later.
Personnel Files		4401-TRP-015	Transfer to Personnel (20 years after termination).
City Project Files: Development	Traffic mitigation for proposed development	4401-TRP-001	Permanent
Meter Installation and Maintenance Records		4401-TRP-004	Permanent

Archive Listing By Department

Veterans Services

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Pensions	Cover both Widows' pensions and Veterans' pensions when there is no case file. Also contain info on service connected disabilities and non-service connected disabilities	4801-VET-014	Permanent
Discharge Files	Files of discharge papers for all veterans associated with the City of Somerville.	4801-VET-002	Permanent
List of Square Dedications		4801-VET-003	Permanent
Videotapes of veterans-related events pertinent to Somerville, including dedication ceremonies, parades, and band performances.		4801-VET-004	Permanent
Correspondence		4801-VET-005	5 years, if no informational or evidential value.
Requests for Time Off		4801-VET-006	5 years
Timesheets		4801-VET-007	5 years, added "use copy."
Affadavit Relative to Burial of Veterans	Received from the Board of Health. Contains burial information of all veterans associated with the City of Somerville (born in the city or residing in city at time of death.)	4801-VET-008	Permanent
Grave Registration Card		4801-VET-009	Permanent
Entire Case History File	Includes: Adjutant, Armed Forces Discharge Papers, Discharge of Assignment, Form of Assignment, Notice of Assignment, Partial Discharge of Assignment, Certificate of Lien, Discharge of Lien, Subordination Agreement of Lien, Proof of Dependence (I.e., Bi	4801-VET-010	Permanent

Archive Listing By Department

Veterans Services

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Invoices		4801-VET-011	5 years, use copy.
Dedication Commission files	Includes Commission minutes and by-laws.	4801-VET-001	Permanent
Index Card Drawer	Index Cards for case files, with case number and locations	4801-VET-013	Permanent
Purchase Orders		4801-VET-012	5 years, use copy

Archive Listing By Department

Youth

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Volunteer		1035-YOU-009	5 years after volunteer's last year with program.
Budgets		1035-YOU-010	1 year, use copy.
Reimbursements		1035-YOU-017	1 year
Purchase Orders		1035-YOU-016	1 year, use copy.
Payroll		1035-YOU-015	1 year, use copy.
Payment Authorizations		1035-YOU-014	1 year
Grants	Grants are for salary purposes.	1035-YOU-013	3 years after close of grants or satisfactory audit, whichever is later.
Time Sheets		1035-YOU-007	1 year, use copy.
Department Line Item Transfers		1035-YOU-011	1 year
Curriculum		1035-YOU-001	Permanent

Archive Listing By Department

Youth

Record Series:	Record Description:	Municipal Series Number:	Recommended Retention:
Vendor Lists		1035-YOU-008	1 year
Sign-up sheets (contain demographic info)		1035-YOU-006	Retain until demographic information transferred to Mayor's office; discard after 5 years.
Reservations for transportation		1035-YOU-005	5 years unless litigation pending.
Action Sheets		1035-YOU-004	1 year, use copy.
Program Activities		1035-YOU-003	Permanent
Planning Paperwork		1035-YOU-002	5 years after program expires.
Grant Proposals (from 1999 - status unknown)		1035-YOU-012	Check status of grants - discard when able.