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Introduction

The goal of every local government should be to reduce the costs of operations while improving services to the government's citizens. One way this goal can be met is through the effective use of a records retention and disposition schedule to improve the management of the records and information held by the local government.

A records retention and disposition schedule is basically a publication which lists the minimum retention period various records held by an organization need to be retained. The "Town of Orchard Park Office Records Retention and Disposition Schedule" was developed in consultation with staff of the New York State Archives which is charged with authority to issue retention schedules for all local governments in New York State.

The town's office schedule is based on the "MU-1 Records Retention and Disposition Schedule" issued by the New York State Archives and designed for use by municipalities in New York State. This schedule is, in fact, a customized version of the state's MU-1 schedule which has been designed to meet the specific needs of various offices in the Orchard Park town government which have been included in this first version of the schedule. It's hoped in the coming years the town's office retention schedule will be expanded to cover the records of other town departments and offices.

There are a number of benefits associated with actively using the town's new office records retention and disposition schedule which can assist Orchard Park in meeting the goal stated above. Some of those benefits include:

- Ensuring the town's records are retained as long as is required in accord with federal and state laws and regulations which will prove helpful if and when town records are tied to litigation and/or if records need to be surrendered in connection with some court action.

- Ensuring the town disposes of those records which are no longer needed since they have met their legal retention period which will reduce the time needed to retrieve other records and which will free up space in town buildings for newly-created records.
- Speeding up the retrieval of needed records since employees will have less records to search through as only the records which need to be held are retained. This benefit should improve services to town residents as staff can respond faster to a citizen's request for a service associated with the town's records.
- Reducing the cost of operation as office space and filing cabinet space taken up by records which have met their legal retention period have been disposed of and can be used over again for newly-created records.
- Improved identification of those records which may be considered vital town records and/or historical records worthy of special protection.

In view of the above, it's hoped all town employees will strive to follow the official retention periods for the records listed in this office schedule and will find the other information relating to the records listed in this schedule helpful.

Guidelines for Use

The Town of Orchard Park Office Records Retention and Disposition Schedule has been designed for ease of use by town employees.

The schedule is organized by sections covering the records of the various town departments which were the focus of the first edition of the office schedule; namely the Assessor's Office, Building Inspector's Office, Town Supervisor's Office and Town Clerk's Office.

Within each section is a listing of various records series held by the offices which are the focus of this first edition of the office schedule. It should be noted that a records series is a group of individual records filed as a unit and/or which have the same function for example such as vouchers, correspondence or purchasing files and so this schedule will list only one retention period for the entire records series.

With each entry for a records series, there is a citation from the State's MU-1 records schedule which pertains to the records series being listed. Each entry for a records series also lists how long that records series needs to be retained in the office, when the records series can be sent to storage and what the total retention period is for the records series. Entries also may include a notes field to provide other information regarding the records series listed.

It should also be noted the disposal of records created before 1910 requires specific written approval from the New York State Archives, as required by Section 185.6 (c) of *8NYCRR*, the Regulations of the Commissioner of Education. Certain records which would normally be disposable may need to be kept if created before 1910 as they often have continuing historical or research value.

It should also be noted the entries in this office schedule cover records regardless of the format in which they are maintained. This means the retention period listed for a specific records series applies to that records series whether it is in paper, microfilm format or electronic format.

In addition, generally speaking, records transmitted through e-mail systems have the same retention periods as records in other formats that are related to the same program function or activity. E-mail records should be scheduled for disposition in conjunction with any other records related to the program function.

Further assistance in using this schedule can be obtained by contacting Carol Hutton, Orchard Park Town Clerk and RMO by phone at 662.6410 or by e-mail at: huttonc@orchardparkny.org.

Assessment Records

Records Series	SA #	Office	Storage
Senior Citizens and Veteran's Exemption Files	[589 a]	Active files (last 6 yrs.)	6 yrs. After removal

Notes:	Total Retention
Original detailed application and supporting documentation	6 years after expiration or exemption or abatement

Records Series	SA #	Office	Storage
Senior Citizens and Veteran's Exemption Files	[589 b]	Active files (last 6 yrs.)	6 yrs. after removal

Notes:	Total Retention
Renewal applications, routine correspondence and memoranda (when original detailed application is maintained)	6 years

Records Series	SA #	Office	Storage
Cancelled Veteran's Exemption Files	[589 a]	< 1 yr.	6 yrs. after removal

Notes:	Total Retention
Original detailed application and supporting documentation	6 years after expiration or exemption or abatement

Records Series	SA #	Office	Storage
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School Tax Relief Program (STAR) Exemption	[589 a]	Active files (last 6 yrs.)	6 yrs. after removal
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Notes: Total Retention

Original detailed application and supporting documentation	6 years after expiration or exemption or abatement
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Records Series	SA #	Office	Storage
School Tax Relief Program (STAR) Exemption	[589b]	Active files (last 6 yrs.)	6 yrs. after removal

Notes: Total Retention

Original detailed application and supporting documentation	6 years after expiration or exemption or abatement
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Records Series	SA #	Office	Storage
Business, Agriculture and Religious Exemptions	[589 a]	Active files (last 6 yrs.)	6 yrs. after removal

Notes: Total Retention

Original detailed application and supporting documentation	6 years after expiration or exemption or abatement
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Records Series	SA #	Office	Storage
Business, Agriculture and Religious Exemptions	[589 b]	Active files (last 6 yrs.)	6 yrs. after removal

Notes: Total Retention

Renewal applications, routine correspondence and memoranda (when original detailed application is maintained)	6 years
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Records Series	SA #	Office	Storage
Re-evaluation Files	[584]	1 yr.	4 yrs.

Notes: Total Retention

	4 years after superseded or obsolete
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Records Series	SA #	Office	Storage
Deleted Tax Account Files	[593]	3 yrs. +	

Notes:	Total Retention
	3 years after filing of roll

Records Series	SA #	Office	Storage
Correspondence	[10 c]	0 yrs.	0 yrs.

Notes:	Total Retention
Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters)	0 after no longer needed

Records Series	SA #	Office	Storage
Correspondence	[10 b]		6 yrs.

Notes:	Total Retention
Containing routine legal, fiscal or administrative information	6 Years.

Records Series	SA #	Office	Storage
Correspondence	[10 a]		Permanent

Notes:	Total Retention
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Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues	Permanent
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Records Series	SA #	Office	Storage
Copies of Town Board Meeting Minutes	[19]	0 yr.	0 yr.

Notes:	Total Retention
Original copy held by town clerk's office.	0 after no longer needed

Records Series	SA #	Office	Storage
Records regarding conservation easements and other easements	[589 a]	Active files (last 6 yrs.)	6 yrs. after removal

Notes:	Total Retention
Original detailed application and supporting documentation	6 years after expiration or exemption or abatement

Records Series	SA #	Office	Storage
Records regarding conservation easements and other easements	[589 b]	Active files (last 6 yrs.)	6 yrs. after removal

Notes:	Total Retention
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Renewal applications, routine correspondence and memoranda (when original detailed application is maintained)	6 years
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Records Series	SA #	Office	Storage
Copies of Town and Village Maps	[19]	Current Copy	

Notes:	Total Retention
Retain one copy of the map permanently. Village maps are not records of the town.	0 after no longer needed.

Records Series	SA #	Office	Storage
Tape Recordings of Board of Assessment Meetings	[2]	1 yr.	Permanent in tape format

Notes:	Total Retention
	4 months after transcription and/or approval of minutes or proceedings.

Records Series	SA #	Office	Storage
Village Assessments Files	[584]		

Notes:	Total Retention
If town carries out assessment function for the village	4 years after superseded or obsolete

Records Series	SA #	Office	Storage
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Copy of deed to town or State grant right of ways	[619]	Permanent as space allows	
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Notes: Total Retention

	Permanent
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Records Series	SA #	Office	Storage
Town Assessment Files	[584]		

Notes: Total Retention

	4 years after superseded or obsolete
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Records Series	SA #	Office	Storage
Deed Transcripts documenting change in ownership of land	[606]	Permanent as space allows in record card	

Notes: Total Retention

	0 after no longer needed but not less than 6 years.
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Records Series	SA #	Office	Storage
Real Property Transfer Reports (field books)	[582]	Permanent as space allows in record card	

Notes: Total Retention

	0 after no longer needed but not less than 4 years after last entry.
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Records Series	SA #	Office	Storage
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Report of open building permits	[18]		
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Notes: Total Retention

	0 after no longer needed.
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Records Series	SA #	Office	Storage
Working papers for determining valuation of property	[584]	Permanent as space allows in record card	

Notes: Total Retention

	4 years after superseded or obsolete.
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Records Series	SA #	Office	Storage
Tentative Assessment Roll	[594 a]	5 yrs.	

Notes: Total Retention

Maintained electronically	5 Years after filing
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Records Series	SA #	Office	Storage
Final Assessment Roll	[594 b]	1 yr.	

Notes: Total Retention

	10 years after filing.
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Records Series	SA #	Office	Storage
File of changes in assessment rolls	[603]	1 yr.	

Notes:	Total Retention
	1 year after superseded or obsolete.

Records Series	SA #	Office	Storage
Cross reference records for locating information by another criteria	[25]	Current copy	0 yr.

Notes:	Total Retention
	0 after obsolete

Records Series	SA #	Office	Storage
Board of Assessment Review Files	[590]	1 yr.	

Notes:	Total Retention
	6 years after final determination.

Records Series	SA #	Office	Storage
File of complaints and court actions regarding assessments	[590]	1 yr.	

Notes:	Total Retention
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	6 years after final determination.
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Records Series	SA #	Office	Storage
Photos of residential structures used to determined assessed valuation	[584]	Permanent – on network	

Notes:	Total Retention
	4 years after superseded or obsolete.

Records Series	SA #	Office	Storage
Notices of changes of assessment sent to property owners	[10 b]	1 yr.	

Notes:	Total Retention
Should be considered correspondence containing routine legal, fiscal or administrative information.	6 years.

Records Series	SA #	Office	Storage
Special district assessment file	[584]		

Notes:	Total Retention
	4 years after superseded or obsolete.

Records Series	SA #	Office	Storage
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Updated tax maps	[587 a]	Permanent – as space allows in record card (patches)	Permanent (complete sets tax maps)
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Notes:

Total Retention

Also known as “map patches”.	Permanent
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Records Series	SA #	Office	Storage
Property Assessment Cards	[583]	Permanent – as space allows in record card	

Notes:

Total Retention

	Permanent
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Records Series	SA #	Office	Storage
Questionnaires and data mailings sent to property owners	[854]	1 yr.	

Notes:

Total Retention

	1 year after any necessary changes are posted to official records
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Records Series	SA #	Office	Storage
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Railroad ceiling and special franchise assessment determination records	[585a]	Permanent – as space allows	
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Notes: Total Retention

Annual certificate of State-determined ceiling or assessment	Permanent
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Records Series	SA #	Office	Storage
Railroad ceiling and special franchise assessment determination records	[585b]	Permanent as space allows	

Notes: Total Retention

Railroad ceiling and special franchise assessment records OTHER THAN annual certificate, including but not limited to notice of tentative ceiling or assessment, and record of apportionment to districts	3 Years
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Records Series	SA #	Office	Storage
Equalization Rate Records	[586a]	Permanent as space allows	

Notes: Total Retention

Certificate of final equalization rate, as determined by New York State Office of Real Property Services	Permanent
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Records Series	SA #	Office	Storage
Equalization Rate Records	[586b]	1 yr.	3 yrs.

Notes: Total Retention

Equalization rate determination records OTHER THAN certificate of final rate, including but not limited to notice of tentative rate, data submitted and reports submitted to State Office of Real Property Services	3 Years.
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Records Series	SA #	Office	Storage
Agricultural land assessment records	[591a]	Active files	6 yrs. after removal

Notes: Total Retention

For lands WITHIN agricultural district	6 Years
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Records Series	SA #	Office	Storage
Agricultural land assessment records	[591b]	Active files	6 yrs. after removal

Notes: Total Retention

For lands OUTSIDE of agricultural district	20 Years
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Records Series	SA #	Office	Storage
Assessor's annual report	[592]	1 yr.	10 yrs.

Notes: Total Retention

Created and filed pursuant to Part 193-3, 9NYCRR, Subtitle F:	10 Years.
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Building Inspector Records

Supervisor's Office Records

Records Series	SA #	Office	Storage
Master summary record of Bonds Issued	[270a]		

Notes: Total Retention

	Permanent
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Records Series	SA #	Office	Storage
Town Hall Serial Bonds??	[270], [273], [274]		

Notes: Total Retention

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Records Series	SA #	Office	Storage
Town Audit by NYS Comptroller ??	[260a]		

Notes: Total Retention

	Permanent
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Town Clerk's Office Records

Records Series	SA #	Office	Storage
Correspondence	[10 c]		

Notes:	Total Retention
Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters)	0 after no longer needed

Records Series	SA #	Office	Storage
Correspondence	[10 b]		

Notes:	Total Retention
Containing routine legal, fiscal or administrative information	6 Years.

Records Series	SA #	Office	Storage
Correspondence	[10 a]		

Notes:	Total Retention
Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues	Permanent

Records Series	SA #	Office	Storage
Final Tax Rolls	[594 c]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
County Tax Rolls	[594d]		

Notes:	Total Retention
	1 year after filing with the county.

Records Series	SA #	Office	Storage
School Tax Rolls	[594d]		

Notes:	Total Retention
	1 year after filing with the county.

Records Series	SA #	Office	Storage
Meter Books	[256b]		

Notes:	Total Retention
	6 years.

Records Series	SA #	Office	Storage
Water Bill Records	[256b]		

Notes:	Total Retention
	6 years.

Records Series	SA #	Office	Storage
County Tax Receipts	[595a]		

Notes:	Total Retention
	6 years.

Records Series	SA #	Office	Storage
School Tax Receipts	[595a]		

Notes:	Total Retention
	6 years.

Records Series	SA #	Office	Storage
Water Meter ledgers	[256a]		

Notes:	Total Retention
	6 years after last entry.

Records Series	SA #	Office	Storage
Cash Book Transactions	[249]		

Notes:	Total Retention
	6 years.

Records Series	SA #	Office	Storage
Solid Waste Permits			

Notes:	Total Retention

Records Series	SA #	Office	Storage
Cable TV Contracts	[6]		

Notes:	Total Retention
	6 years after expiration or termination or 6 years after final payment under contract, whichever is longer

Records Series	SA #	Office	Storage
Cable TV Certificates of Liability	[62b]		

Notes:	Total Retention
	1 year after superseded or obsolete

Records Series	SA #	Office	Storage
Budget	[54a]		

Notes:	Total Retention
	Official copy when not included in minutes – Permanent

Records Series	SA #	Office	Storage
Budget	[54b]		

Notes:	Total Retention
	When budget is included in minutes – 0 after officially recorded in minutes.

Records Series	SA #	Office	Storage
Organization Meetings Files	[3]		

Notes:	Total Retention
Consists of partial minutes of town board meetings	1 year.

Records Series	SA #	Office	Storage
Library Files	[478a]		

Notes:	Total Retention
Consists of construction records, incorporation documents, chartering information and registration records	6 years after building or facility no longer exists or is no longer owned by the town.

Records Series	SA #	Office	Storage
Recreation Files	[364b]		

Notes:	Total Retention
Concerning appointment of employees	6 years after termination of employment.

Records Series	SA #	Office	Storage
Dog License Files	[163]		

Notes:	Total Retention
	3 years after expiration.

Records Series	SA #	Office	Storage
Duplicate copies of Subdivision Plans	[19]		

Notes:	Total Retention
Original copies held by Planning Board	0 after no longer needed.

Records Series	SA #	Office	Storage
Copies of Town Board Meeting Minutes	[19]		

Notes:	Total Retention
Official copy in the town clerk's vault	0 after no longer needed

Records Series	SA #	Office	Storage
Town Departments Budget Transfer Files	[57]		

Notes:	Total Retention
	6 Years.

Records Series	SA #	Office	Storage
Town Departments Files regarding employee appointments	[22]		

Notes:	Total Retention
Background information	6 years.

Records Series	SA #	Office	Storage
Purchasing File for Capital Construction	[478a]		

Notes:	Total Retention
Including but not limited to bids, specifications, correspondence, purchase orders and contracts	6 years after building or facility no longer exists or is no longer owned by the town.

Records Series	SA #	Office	Storage
Purchasing File for Non-capital construction	[561]		

Notes:	Total Retention
Including but not limited to bids, specifications, correspondence, purchase orders and contracts	6 years after expiration or termination or 6 years after final payment under contract, whichever is later.

Records Series	SA #	Office	Storage
Unsuccessful Bids	[478c]		
Notes:		Total Retention	
		6 years.	

Records Series	SA #	Office	Storage
Highway Department Files on employee appointments	[22]		
Notes:		Total Retention	
Background information		6 Years.	

Records Series	SA #	Office	Storage
New York State alcohol beverage license requests	[10b]		
Notes:		Total Retention	
Consists of correspondence and copy of license requests. – Containing routine legal, fiscal, or administrative value		6 years.	

Records Series	SA #	Office	Storage
Legal Notices relating to bond or note issue or tax limit increase	[8a}		
Notes:		Total Retention	
Retained in a binder		6 years after issue or increase disapproved or retired	

Records Series	SA #	Office	Storage
Legal Notices <u>Not</u> relating to bond or note issue or tax limit increase	[8b]		
Notes:			Total Retention
Retained in a binder		6 years.	

Records Series	SA #	Office	Storage
Agendas for various meetings	[3]		
Notes:			Total Retention
Kept with the minutes.		1 year.	

Records Series	SA #	Office	Storage
Town Clerk's Administrative Subject Files	[581] a		
Notes:			Total Retention
Where file documents a significant subject, or major policy-making or program-development process		Permanent	

Records Series	SA #	Office	Storage
Town Clerk's Administrative Subject Files	[581] b		
Notes:			Total Retention
Where file documents routine activity:		6 Years	

Records Series	SA #	Office	Storage
Hunting License Files	[319 a and b]		

Notes:	Total Retention
Held in the computer as electronic files.	6 years.

Records Series	SA #	Office	Storage
Fishing License Files	[319 a and b]		

Notes:	Total Retention
Held in the computer as electronic files.	6 years.

Records Series	SA #	Office	Storage
Purchase Orders	[559]		

Notes:	Total Retention
For town clerk's office only. The rest are held by the accounting office.	6 years.

Records Series	SA #	Office	Storage
Leases and agreements	[6]		

Notes:	Total Retention
	6 years after expiration or termination or 6 years after final payment under contract whichever is later.

Records Series	SA #	Office	Storage
Bond Anticipation and Capital Note Files	[270b]		

Notes:	Total Retention
	6 years after bond issues is retired

Records Series	SA #	Office	Storage
Records Documenting Payment of Town Clerk Fees	[250]		
Notes:		Total Retention	
		6 years.	

Records Series	SA #	Office	Storage
Bingo Operations Applications	[289a]		
Notes:		Total Retention	
		3 years after expiration of license or denial of application	

Records Series	SA #	Office	Storage
Bingo Operations Financial Reports and Statements	[289 b and c]		
Notes:		Total Retention	
		6 years.	

Records Series	SA #	Office	Storage
Bingo Game License Files	[289 a-c]		
Notes:		Total Retention	
		6 years.	

Records Series	SA #	Office	Storage
Bingo Inspector Reports	[22]		
Notes:		Total Retention	
		6 years.	

Records Series	SA #	Office	Storage
Records documenting Raffle and Fundraising events	[292]		
Notes:		Total Retention	
		3 years.	

Records Series	SA #	Office	Storage
Supervisors Annual Report	[23a]		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Bond Issues Files	[270b]		
Notes:		Total Retention	
		6 years after bond issue retired.	

Records Series	SA #	Office	Storage
Marriage Licenses and Registers	NYS DOH Schedule		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Warrants to collect taxes	[594] c		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Warrants to approve payment of bids?			
Notes:		Total Retention	

Records Series	SA #	Office	Storage
Death Certificates	NYS DOH Schedule		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Burial Permits	NYS DOH Schedule		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Duplicate Maps of Town	[19]		

Notes:	Total Retention
	0 after no longer needed.

Records Series	SA #	Office	Storage
Birth and Death Registers	NYS DOH Schedule		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Oath of Office Records	[382]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Official Copy of Minutes of various meetings	[1]		

Notes:	Total Retention
Town Board meetings, Zoning Board of Appeals meetings, Planning Board meetings, Zoning Commission, Ad-Hoc Zoning Commission, Recreation Commission, Joint Economic Development Commission, Public Safety Commission and Youth Board, etc.	Permanent

Records Series	SA #	Office	Storage
Water District Records	[478a]		

Notes:	Total Retention
	6 years after building or facility no longer exists or is no longer owned by local government

Records Series	SA #	Office	Storage
PIPs	[629]		

Notes:	Total Retention
	6 years after expiration or denial of permit

Records Series	SA #	Office	Storage
Building Permit Files	[60a]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Re-zoning Ordinances	[5]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Zoning Ordinances Records	[5]		

Notes:	Total Retention		
	Permanent		

Records Series	SA #	Office	Storage
General Ordinance Files	[5]		

Notes:	Total Retention		
	Permanent		

Records Series	SA #	Office	Storage
Zoning Commission Appointment Records	[22]		

Notes:	Total Retention		
	6 Years.		

Records Series	SA #	Office	Storage
Ad-Hoc Zoning Commission Appointment Records	[22]		

Notes:	Total Retention		
	6 Years.		

Records Series	SA #	Office	Storage
Recreation Commission Subject Files	[581] b		

Notes:	Total Retention		
Records regarding appointments to the commission	6 Years.		

Records Series	SA #	Office	Storage
Annexation Files	[475] a		

Notes:	Total Retention		
Documenting real estate property transfers from individuals to the town or from the town to individuals.	Permanent		

Records Series	SA #	Office	Storage
Deeds	[475b]		

Notes:	Total Retention		
For highways and roads property and other town land	6 years after property no longer owned by town.		

Records Series	SA #	Office	Storage
Sanitary Sewer District #18 Capital Construction Records			

Notes:	Total Retention		

Records Series	SA #	Office	Storage
Easement and Right of Way Files	[619]		

Notes:	Total Retention		
	Permanent		

Records Series	SA #	Office	Storage
Local Laws Records	[5]		

Notes:	Total Retention		
	Permanent		

Records Series	SA #	Office	Storage
Traffic Regulations Subject Files and Work Orders			

Notes:	Total Retention		

Records Series	SA #	Office	Storage
Assessment/Equalization Files	[586a]		

Notes:	Total Retention		
Certificate of final equalization rate, as determined by New York State Office of Real Property Services			

Records Series	SA #	Office	Storage
Assessment/Equalization Files	[586b]		

Notes:	Total Retention		
Equalization rate determination records other than certificate of final rate, including but not limited to notice of tentative rate, data submitted and reports submitted to State Office of Real Property Services	3 years.		

Records Series	SA #	Office	Storage
Water District, Sanitary Sewer and Drainage District Files	[478a]		

Notes:	Total Retention
	6 years after building or facility no longer exists or is no longer owned by town.

Records Series	SA #	Office	Storage
Water Files – Out of District ?	[478a]		

Notes:	Total Retention
	6 years after building or facility no longer exists or is no longer owned by town.

Records Series	SA #	Office	Storage
Rezoning Files	[649]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Lighting District Files	[478a]		

Notes:	Total Retention
	6 years after building or facility no longer exists or is no longer owned by town.

Records Series	SA #	Office	Storage
Building Inspection Records	[251]		
Notes:		Total Retention	
Documenting fees paid.		6 years.	

Records Series	SA #	Office	Storage
Codification Files	[5]		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Town Property File	[475] a		
Notes:		Total Retention	
Containing deeds to town property and correspondence		Permanent	

Records Series	SA #	Office	Storage
Census	[335]		
Notes:		Total Retention	
		Permanent	

Records Series	SA #	Office	Storage
Receipts for cash payments	[251]		
Notes:		Total Retention	
		6 years.	

Records Series	SA #	Office	Storage
Bank Statements	[263]		

Notes:	Total Retention
	6 years.

Records Series	SA #	Office	Storage
Building Inspector Monthly Reports	[22]		

Notes:	Total Retention
	6 Years.

Records Series	SA #	Office	Storage
Town Clerk Monthly Reports	[22]		

Notes:	Total Retention
Including recording of hunting and fishing license fees.	6 Years.

Records Series	SA #	Office	Storage
Performance Bonds	[478a]		

Notes:	Total Retention
	6 years after building or facility no longer exists or is no longer owned by local government

Records Series	SA #	Office	Storage
Personal Bonds	[380]		

Notes:	Total Retention
	20 years after coverage expires.

Records Series	SA #	Office	Storage
Annual Budget Estimates Files	[51]		

Notes:	Total Retention
Preliminary	6 years.

Records Series	SA #	Office	Storage
Zoning Maps	[648]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Annual Reports	[23]		

Notes:	Total Retention
Building Inspection, Police, Town Clerk's Office	Permanent

Records Series	SA #	Office	Storage
Cemetery Records	[63]-[69]		

Notes:	Total Retention
	Permanent

Records Series	SA #	Office	Storage
Dog Kennel License Records	[162]		

Notes:	Total Retention
	0 after superseded or obsolete

Records Series	SA #	Office	Storage
Peddler and Stadium Vendors Permits	[315]		

Notes:	Total Retention
	3 years after expiration or denial of renewal license

Records Series	SA #	Office	Storage
Amusement Arcade License Files	[315]		

Notes:	Total Retention
	3 years after expiration or denial of renewal license

Records Series	SA #	Office	Storage
Stable Permits	[315]		

Notes:	Total Retention
	3 years after expiration or denial of renewal license

Records Series	SA #	Office	Storage
Fireworks Permits	[315]		

Notes:	Total Retention
	3 years after expiration or denial of renewal license

Records Series	SA #	Office	Storage
Notices of Claims			

Notes:	Total Retention
	Permanent

