



On the Record

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What is a records retention schedule?

A records retention schedule identifies and describes records, usually at the series level, and provides instructions for their disposition.

How is the Municipal records retention schedule updated?

The Municipal Records Retention Schedule is created under the authority granted to the Supervisor of Public Records in M.G.L. Chapter 66, Section 8. In conjunction with the Records Management Unit (RMU) out of the State Archives, the Supervisor's Office works to update and supplement the existing schedule on an annual basis. Suggested and updated schedules are published to the Municipal Records webpage (<http://sec.state.ma.us/arc/arcrcb/rcbmunicipal.htm>) for review and comment for two months prior final approval and incorporation into the schedule database and pdf.

How do I request a change or update to the Municipal Schedule?

If you have a schedule you would like to see a change made to the existing Municipal Schedule, this is the process to update or add to the schedule:

1. Suggestions are submitted to retentionhelp@sec.state.ma.us
2. The RMU follows up with you with questions or clarifications.
3. The RMU and Supervisor's Office crafts a draft schedule.
4. Draft schedules received in the last calendar year are posted to Municipal Schedule website for comment in January and February of each year. Comments are also sent to retentionhelp@sec.state.ma.us
5. In March, comments are reviewed and incorporated into the draft schedules, as appropriate.
6. In April, new version of the Municipal Schedule is published in the online database and the pdf.

New schedules are not currently being printed.

How is the State Agency records retention schedule updated?

The Statewide Agency Records Retention Schedule is overseen by the Records Conservation Board with support from the Office of the Supervisor of Public Records and the Records Management Unit.

How do I request a change or update to the State Agency Schedule?

If you have a schedule you would like to see a change made to the existing State Agency Schedule, this is the process to update or add to the schedule,

1. Suggestions are submitted to rcb@sec.state.ma.us
2. The proposal is submitted for review by the Records Conservation Board at their monthly meeting. (The RCB meets on the first Wednesday of each month. Submissions need to be submitted 10 business days prior to the meeting to be included on the agenda)
3. You will be asked to attend the meeting to discuss the schedule with the RCB.
4. If the RCB approves the schedule, the change or addition will be added to the online database and pdf within five working days.

New schedules are not currently being printed.

Where can I find the current Retention Schedules?

Both the Municipal and State Agency schedules are available in an online database.

<http://retweb.sec.state.ma.us/retweb/default.asp>

There are also pdf versions available online. You can access them through the Massachusetts Archives and the Public Records sections of the Secretary the Commonwealth's website.

Municipal schedule:

http://sec.state.ma.us/arc/arcpdf/Municipal_Retention_Schedule_20200406.pdf

State Agency schedule:

http://sec.state.ma.us/arc/arcpdf/MA_Statewide_Records_Schedule.pdf