

# HOUSE . . . . No. 145

---

---

## The Commonwealth of Massachusetts

---

SPECIAL REPORT OF THE COMMISSION ON  
ADMINISTRATION AND FINANCE RELATIVE TO THE RETENTION OF EXAMINATION PAPERS BY STATE DEPARTMENTS, BOARDS AND COMMISSIONS CONDUCTING EXAMINATIONS, AND TO THE INSPECTION OF SUCH PAPERS.

---

DECEMBER 1, 1947.

*To the Honorable Senate and House of Representatives:*

Acting under the provisions of chapter 45 of the resolves of 1947, the Commission on Administration and Finance submits the following report:

The Commission finds examinations are given by the Department of Civil Service and Registration; Department of Labor and Industries; Adjutant General's Office; physical examinations of State Police, National Guardsmen and Veterans by the State Surgeon; Department of Public Utilities; Registry of Motor Vehicles; Division of Insurance of the Department of Banking and Insurance; Department of Education; Department of Public Safety; Massachusetts Aeronautics Commission.

Under chapter 29 of section 31 of the General Laws, examination papers, together with application and recommendation of applicant for civil service positions shall be preserved for a period of three years. Under the Division

of Registration, examinations are held by the Board of Registration of Architects, with papers preserved for two years thereafter; registration of Barbers, monthly and special examinations, with papers preserved for five years; certified public accountants, examination papers preserved for three years; chiropody-podiatry, examination papers preserved for two years; Dental Examiners, examination papers preserved for three years; electricians, examination papers shall be preserved for three years (chapter 141, section 3, paragraph 8), actually held from 1936 for successful applicants; Embalming and Funeral Directing, examination papers preserved for three years; Hairdressers, examination papers preserved for three years; Medicine, ten days after following examination held three times each year; Nursing, ten days after following examination held six times each year; Optometry, six months; Pharmacy, examination papers for two years; Plumbers, papers on file for period of one year; Veterinary Medicine, papers preserved for one year; Department of Labor and Industries, examinations for painter's rigger and measurer of leather, since 1936 examination papers on file in department; applications for leather measurers' examinations held in department for seven years; Office of Adjutant General, examination papers for candidates for commission in National Guard held in personnel file until officer discharged, then five years after discharge destroyed; no papers retained by State Surgeon; Department of Public Utilities, bus drivers' license applications placed on file for no stated period; Registry of Motor Vehicles, driving licenses preserved for current and next preceding year (chapter 16, section 5); Division of Insurance, examination papers of successful candidates for licenses as agents and brokers held for two months, unsuccessful candidates, six months; Department of Mental Health, examinations for affiliate student nurses, no papers retained; Department of Education, Division of University Extension, examination papers in correspondence courses preserved for five years, in class courses,

three years; Teachers' Colleges, aptitude tests and entrance examinations, and college course examinations, aptitude and entrance examination papers preserved during college course of student, others returned to student; Department of Public Safety, State Police applicants, papers preserved indefinitely, Boxing Referees and Judges, examination papers preserved indefinitely; Boxers, physical examination records held for seven years; Boiler Inspectors, engineers and firemen, motion picture operators, elevator operators and elevator maintenance men, all papers preserved indefinitely; Aeronautics Committee, airport manager's license, applications retained indefinitely, examination papers one year.

Several divisions replying to a questionnaire indicated examination of papers was not permitted, nor requested by applicants. The Boards of Registration which did not permit applicants to view their papers were Architects; Certified Public Accountants, unless permitted by authority of entire Board; Optometry (section 67 of chapter 112); Veterinary Medicine.

Several other divisions reported applicants were permitted to view their papers, but the number asking for review of their papers was small in comparison to the number taking the original examination.

Many of the departments stated that any extension of their present retention time would require additional equipment and filing space as most of their present equipment and space is filled with their present time of holding papers. File space may be made available to departments in the west wing basement of the State House, in the event the Legislature feels a longer time of retention is necessary.

The Department of Civil Service feels their present time of retention, three years, is sufficient time for applicants to have use of their papers and for any purpose of the Department.

The Board of Examiners of Electricians, for the past five years, has mailed examination papers and a set of

examination questions to any requesting applicants, through the nearest office of the Civil Service Commission. As the mailing to and from the office is by registered mail, the Board has incurred increased expense by this policy.

The Commission does not believe there is a necessity for legislation, but recommends the adoption of the following rule, which may be set up by the Commission under chapter 7, section 7, after approval by the Governor and Council:

All departments, boards and commissions of the Commonwealth conducting examinations of applicants shall hold examination papers in connection therewith for a period of two years after the date of examination, if the examination is held annually. Boards or commissions holding more frequent examinations may hold the examination papers until after the next examination, provided applicants may take the following examination. Each person examined, or his representative authorized in writing by the applicant, may inspect his or her papers after the results of the examination have been made known.

To conform with this rule, we recommend that section 29 of chapter 31 be amended to strike out the word "three" in line six and insert the word "two" so that the section shall read as follows: Records of the proceedings of the Commission and of the Director, all recommendations of applicants and all applications and examination papers, shall be kept on file. Said records and files shall be open to public inspection under rules approved by the Governor and Council. No applications, recommendations or examination papers need be preserved for a longer period than two years. [See Appendix A.]

We recommend that chapter 141, section 3, (8), be amended by striking out the word "three" on line three and inserting the word "two" so that the section shall read:

*"Examination Papers to be Preserved.* — Examination papers and applications for 'Certificate A' and 'Certifi-

cate B' shall be preserved for at least two years, after which time they may, at the discretion of the examiners, be destroyed." [See Appendix B.]

Respectfully submitted,

COMMISSION ON ADMINISTRATION AND FINANCE.

THOMAS H. BUCKLEY,  
*Chairman.*

GEORGE J. CRONIN,  
*Commissioner and State Purchasing Agent.*

WILLIAM H. BIXBY,  
*Budget Commissioner.*

FRED A. MONCEWICZ,  
*Commissioner-Comptroller.*

## PROPOSED LEGISLATION.

## APPENDIX A.

**The Commonwealth of Massachusetts**

In the Year One Thousand Nine Hundred and Forty-Eight.

AN ACT RELATIVE TO PRESERVATION OF CIVIL SERVICE  
EXAMINATION PAPERS.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1 Section 29 of chapter 31 of the General Laws is  
2 hereby amended by striking out the word "three" in  
3 line 6 and inserting the word: — two, — so that said  
4 section shall read as follows: — *Section 29.* Records of  
5 the proceedings of the commission and of the director,  
6 all recommendations of applicants and all applications  
7 and examination papers, shall be kept on file. Said  
8 records and files shall be open to public inspection  
9 under rules approved by the governor and council. No  
10 applications, recommendations or examination papers  
11 need be preserved for a longer period than two years.

## APPENDIX B.

**The Commonwealth of Massachusetts**

---

In the Year One Thousand Nine Hundred and Forty-Eight.

---

AN ACT RELATIVE TO PRESERVATION OF EXAMINATION  
PAPERS BY THE STATE EXAMINERS OF ELECTRICIANS.

*Be it enacted by the Senate and House of Representatives  
in General Court assembled, and by the authority of the  
same, as follows:*

1 Section 3, (8), of chapter 141 of the General Laws is  
2 hereby amended by striking out the word "three"  
3 in line 3, and inserting the word:— two, — so that  
4 the section shall read as follows:— *Examination*  
5 *Papers to be Preserved.*— Examination papers and  
6 applications for "Certificate A" and "Certificate B"  
7 shall be preserved for at least two years, after which  
8 time they may, at the discretion of the examiners, be  
9 destroyed.

