

## ANNUAL BUDGET

<b>FUNCTION:</b>	<b>DEPT/AGENCY:</b>	<b>ACTIVITY:</b>	<b>CODE:</b>
General Fund	Town Clerk	Records Management	1610

PROGRAM SUMMARY	2007-08	2008-09		2009-10	
	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	79,012	78,219	78,219	83,255	83,255
0200 Personal Svcs. Employee Benef.	20,094	20,692	20,692	21,700	21,700
0300 Purchased Prof. & Technical	365	1,200	1,200		
0400 Purchased Property Services	821	1,000	2,000	300	300
0500 Other Purchased Services	709	3,050	2,050	435	435
0600 Supplies/Materials	1,951	2,150	2,150	300	300
0700 Property		500	500		
0800 Other Objects	215	250	250	250	250
<b>PROGRAM TOTAL</b>	<b>103,167</b>	<b>107,061</b>	<b>107,061</b>	<b>106,240</b>	<b>106,240</b>

## PROGRAM INFORMATION &amp; DATA:

The Records Management Division of the Town Clerk's office is responsible for planning, organizing, directing and controlling a town-wide records management program. This function began with a comprehensive inventory and appraisal of town records and continues to establish standards, procedures and techniques for the effective management and disposition of town records.

## DEPARTMENT GOALS:

Maintain storage spaces, finding aids, and indexes for inactive records.

Plan for future storage and tracking needs.

Maintain a comprehensive inventory and appraisal of all town records.

Maintain town records retention schedules based on the requirements of state law.

Create and process state records disposal authorizations, and index and file them with the Town Clerk for permanent retention.

Assist town departments with approved records disposals, retrieval and research.

Assist town departments in managing active records through records analysis, creation of file plans, files improvement, and equipment recommendations.

Survey and improve the management of project records.

Develop a records management manual, and document policies and procedures.

Initiate training programs for employees concerning records management policies and procedures.

**TOWN OF ENFIELD  
ANNUAL BUDGET PERSONNEL DETAIL**

Function: General Fund  
 Dept/Agency: Town Clerk

Position Classification	POSITIONS AND BUDGET		
	CURRENT	PROPOSED	ADOPTED

**1610 Records Manager**

Records Manager	1.00	54,700	1.00	54,700	1.00	54,700
Records Assistant	1.00	25,865	1.00	25,865	1.00	25,865
<b>Total</b>	2.00	<u>80,565</u>	2.00	<u>80,565</u>	2.00	<u>80,565</u>