

TOWN OF ENFIELD  
ANNUAL BUDGET

31

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

PROGRAM SUMMARY	2008-09 ACTUAL	2009-10 BUDGET	2009-10 REVISED	2011-11 PROPOSED	2011-11 ADOPTED
0100 Personal Services - Salaries	80,898	83,255	83,255	83,206	83,206
0200 Personal Svcs. Employee Benef.	20,700	21,700	21,700	21,749	21,269
0300 Purchased Prof. & Technical	384				
0400 Purchased Property Services	1,351	300	745	500	500
0500 Other Purchased Services	554	435	440	1,080	1,080
0600 Supplies/Materials	1,743	300	300	300	300
0700 Property	39				
0800 Other Objects	215	250		250	250
<b>PROGRAM TOTAL</b>	<b>105,884</b>	<b>106,240</b>	<b>106,440</b>	<b>107,085</b>	<b>106,605</b>

**PROGRAM INFORMATION & 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>	<b>2.00</b>	<b>80,565</b>	<b>2.00</b>	<b>80,565</b>	<b>2.00</b>	<b>80,565</b>