

TOWN OF ENFIELD
ANNUAL BUDGET

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

PROGRAM SUMMARY	2003-04	2004-05		2005-06	
	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	56,178	56,373	58,929	58,375	
0300 Purchased Prof. & Technical	185	1,600	1,600	1,600	
0400 Purchased Property Services	264	1,070	1,070	3,470	
0500 Other Purchased Services	460	2,250	1,395	2,050	
0600 Supplies/Materials	2,259	1,100	1,955	1,650	
0800 Other Objects	310	400	400	400	
PROGRAM TOTAL	59,656	62,793	65,349	67,545	

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:

To continue to maintain storage spaces, finding aids, and indexes for inactive records.

To continue to plan for future storage and tracking needs.

To continue a comprehensive inventory and appraisal of all town records.

To continue to create town records retention schedules based on the requirements of state law.

To continue to create and process state records disposal authorizations, and index and file them with the Town Clerk for permanent retention.

To continue to assist town departments with approved records disposals, retrieval and research.

To continue to assist town departments in managing active records through records analysis, creation of file plans, files improvement, and equipment recommendations.

To survey and improve the management of project records.

To develop a records management manual, and document policies and procedures.

To initiate training programs for employees concerning records management policies and procedures.