

TOWN OF ENFIELD  
ANNUAL BUDGET

FUNCTION: General Fund	DEPT/AGENCY: Town Clerk	ACTIVITY: Records Management	CODE: 1610
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PROGRAM SUMMARY	2005-06 ACTUAL	2006-07		2007-08	
	BUDGET	REVISED	PROPOSED	ADOPTED	
0100 Personal Services - Salaries	55,715	75,809	75,809	77,367	77,367
0200 Personal Svcs. Employee Benef.				29,385	29,385
0300 Purchased Prof. & Technical	100	4,406	4,406	1,255	1,255
0400 Purchased Property Services	368	3,400	2,928	3,400	1,000
0500 Other Purchased Services	224	2,550	2,530	2,850	2,850
0600 Supplies/Materials	2,376	1,850	1,850	2,100	2,100
0700 Property	4,232	11,640	12,112	540	540
0800 Other Objects	190	200	220	220	220
PROGRAM TOTAL	63,205	99,855	99,855	117,117	114,717

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.