

TOWN OF ENFIELD
ANNUAL BUDGET

FUNCTION: General Fund	DEPT/AGENCY: Town Clerk	ACTIVITY: Records Management	CODE: 1610
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PROGRAM SUMMARY	2004-05 ACTUAL	2005-06		2006-07	
	BUDGET	REVISED	PROPOSED	ADOPTED	
0100 Personal Services - Salaries	59,041	58,375	58,375	62,135	75,809
0300 Purchased Prof. & Technical	1,425	1,600	1,100	4,406	4,406
0400 Purchased Property Services	556	3,470	3,470	3,400	3,400
0500 Other Purchased Services	1,391	2,050	2,050	2,550	2,550
0600 Supplies/Materials	2,249	1,650	1,650	1,850	1,850
0700 Property				11,640	11,640
0800 Other Objects	356	400	400	200	200
PROGRAM TOTAL	65,018	67,545	67,045	86,181	99,855

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.