



GENERAL BYLAW AMENDMENT -
RECORDS MANAGEMENT

ARTICLE 20. Mr. Whelan moves: that the Town take affirmative action on Article 20 as printed in the Warrant.



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Records Management Bylaw adopted in 1990

Town's new Archives were located in the Library basement

Bylaw requires Select Board to appoint Municipal Archivist

Municipal Archivist shall be a Library employee



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State Public Records Law Updated Effective Jan 2017

New requirements include

Central role for the Municipal Clerk (Town Clerk)

Mandated timely response

Penalties and fines for violations

Town Manager is appointing Authority for Town employees



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ARTICLE 20. To determine whether the Town will vote to amend the Records Management Bylaw by deleting the second paragraph and inserting in place thereof the following: “**The Town Manager shall appoint a Municipal Archivist who shall report to the Town Clerk and shall assist the Town Clerk in managing the town’s records and archives, including complying with the Public Records Law and all other applicable laws.**”.



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~~The Board of Selectmen, upon recommendation of the Director of the Concord Free Public Library, shall designate a Library employee as Municipal Archivist. The Municipal Archivist shall have the responsibility for the physical oversight of the Town Records stored in the Library vault, including access to the records.~~

The Town Manager shall appoint a Municipal Archivist who shall report to the Town Clerk and shall assist the Town Clerk in managing the Town's records and archives, including complying with the Public Records Law and all other applicable laws.



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Town record-keeping has been historically decentralized;
Records are accumulating in Town departments and should be sorted and archived;
Assistance is needed from professional archivist;
Storage conditions should be evaluated and permanent records move to space with proper conditions;
Centralization of record-keeping with a Municipal Archivist will support for departments and better access for the public;



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