

Memorandum



To: Mayor and Town Council
From: Lisa Snyder
Date: 4/7/2022
Re: Records Retention Schedule

In October, 2021, the Department of Natural and Cultural Resources, Division of Archives and Records, provided an updated Records Retention Schedule to all local government agencies.

Approval extends to and includes records of the following departments: Administration and Management Records, Budget, Fiscal and Payroll Records, Geographic Information System Records, Human Resources Records, Information Technology Records, Legal Records, Public Relations Records, Risk Management Records, and Workforce Development Records.

Records outlined in the Records Retention Schedule may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods.

I have reviewed the Schedule with that Department and they now require a signed copy, indicating approval, on their signature page.