

### **Town Clerk Annual Report on Records Retention**

We continue to complete the Record of Disposal Forms for any documents that are purged or recycled. SecurShred was contracted to dispose of two 64-gallon bins of documents and 13 hard drives in November. The documents were largely financials or copies used for reference and filed away. Hard drives were due largely to the computer system upgrade.

Through reorganizing and purging over the last two years, there is now some breathing room in the vault for Land Records, Zoning and Select Board minute books.

The original Record of Disposal Forms are in a notebook behind the Clerk's desk and are available to the public for viewing.

I am not requesting any changes to the current Records Retention Schedule this year.

### **Records Digitization**

I want to thank the board for their continued support of digitization of records. While the Board approved a contract for digitization of older records several months ago, the advent of COVID-19 and the need for digitization throughout the country delayed this project. The latest update from our vendor shows good progress. All documents from the 28 books have been scanned from film. The majority have been indexed and are being verified. Only two books are waiting to be indexed. We can look forward to having the first series of books available for uploading into our digital system by mid-July. It is anticipated that all documents will be uploaded by mid-October.

This spring we also got the existing digitized documents online for researchers to use for viewing. This has proven very helpful to researchers and realtors, especially since appointments for research are limited to one person at a time.

I am happy to respond to any questions you may have relative to our Records Management/Retention procedures or digitization.