



RECORDS POLICY

16-01

I. PURPOSE AND SCOPE

The purpose of this policy is to provide enhanced public access to Town information and sets forth what records shall be available to the public on the Town's website and when it will be available.

II. POLICY

Records Administrator

The Town Manager shall be designated the Town of Groton Records Administrator (Administrator). The Administrator shall have the following responsibilities:

- Determine the format of the on-line and physical Live Records Repository (Repository) and Records Archive (Archive).
- Verify that all applicable records of all Town Committees and Boards are submitted to the Repository and certified.
- Verify that all records in the Repository and Archive are accessible in accordance with this policy.
- Recommend changes to the policy in order to abide by additional requirements imposed by changes to MGLs and Federal Statute.

Records Repository

The Town of Groton's website (www.townofgroton.org) shall be considered the Town of Groton Records Repository. All town records will be maintained in the Repository in perpetuity.

Paper documents will be scanned and made accessible in the Repository. The original documents shall be retained and archived and held by either the Department in which the document originated or the Town Clerk.

Access

All records in the Repository will be posted on the Town of Groton web site for immediate access by the public at no charge. The Town of Groton will maintain one or more kiosk computers in Town Hall available to the public during all hours that the Town Hall is open to the public.

List of Records

All records listed in Appendix A must be submitted for inclusion in the Repository. The only exceptions are those records excluded by Federal Statute and the Massachusetts General Laws.

General

- The use of paper mail, faxes and text messages shall be discouraged except where required by law.
- Records may only be redacted when redaction is indicated by an appropriate statute. If redaction is required, redaction must be made within 30 days of the creation of the record and the redacted record must be posted as indicated in Appendix A.
- Documents which are subject to executive session restrictions must be posted in accordance with the Executive Session Document Policy.

Appendix A – List of Documents

Unless otherwise noted, all documents shall appear on the Town of Groton web site within 30 calendar days of appearance in a meeting. Completed minutes and associated documents must appear within 14 days of approval. If draft minutes are not approved within 30 days, they must be posted in draft form. They are to be removed when approved minutes are posted.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: XXXXXX, XX, 2016

APPENDIX A

DOCUMENT	DUE DAYS	WHERE AVAILABLE
Meeting minutes of all town boards along with copies of all documents specifically read or presented during the meeting. Documents, such as MGL's may be posted by reference. If not available within 30 Days, draft minutes shall be posted until approved.	30 Days	Town Website and in some instances, the Office of the Town Clerk
All Town Bylaws and Regulations	Upon Approval	Town Website
All Town Policies adopted by a Board or Committee	Upon Adoption	Town Website and Department Office
Legal Notices	14 Days	Town Website and Local Newspaper
Annual Audit Reports with Associated Management Reports	30 Days	Town Website and Town Accountant's Office
Annual Town Report	14 Days	Town Website
Annual Status of All Town Financial Accounts and Trust Funds	30 Days	Town Website
Benchmark Reports adopted by a Board or Committee	30 Days	Town Website
Quarterly Financial Reports	30 Days	Town Website
Board Meeting Videos Available Through Public Access	14 Days	Town Website
Police Reports	14 Days	Police Department Website
Town Manager's Budget Message	14 Days	Town Website and Town Manager's Office
Finance Committee's Budget Message	14 Days	Town Website and Spring Town Meeting Warrant
Five Year Financial Plan	14 Days	Town Website and Town Manager's Office
Town Meeting Approved Budget, including final appropriations and balances/funds carried forward	14 Days	Town Website
For Each Enterprise Fund, a copy of Schedule A-2 filed annually with the annual balance sheet filed by the Town with the Director of Accounts Under MGL, c. 44, §53F½	30 Days	Town Website, Town Accountant's Office and Enterprise Departments
Annual Audit Report and a Statement of Revenues and expenditures for the financial transactions associated with the Ambulance Fund maintained by the Fire Department	30 Days	Town Website and Fire Department
Listing of all Fiduciary Type funds held by the Town along with information of what those Fiduciary type funds are being held for and their expected expiration date	30 Days	Town Website
End of Year Total Trust Funds Report	30 Days	Town Website
Annual Financial Policy Document	30 Days	Town Website
Updated Committee Information to include to whom the Committee reports, charge and who authorized Committee.	14 Days	Town Website