



GENERAL BYLAW AMENDMENT – RECORDS MANAGEMENT

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.”, so that the second paragraph of the Bylaw reads as follows (*changes are shown in bold and strikeout for emphasis only*):

~~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.~~

or take any other action relative thereto.



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Concord Records Management Bylaw

Adopted Under Article 42 April 4, 1990

New Massachusetts Public Records Law

Took Effect January 1, 2017

Central Role for Town Clerk (“municipal clerk”)

The Town Clerk is required to assist members of the public in locating the municipal records they are seeking

Concord’s Records Management Bylaw should be up-dated to conform to the new State law.



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