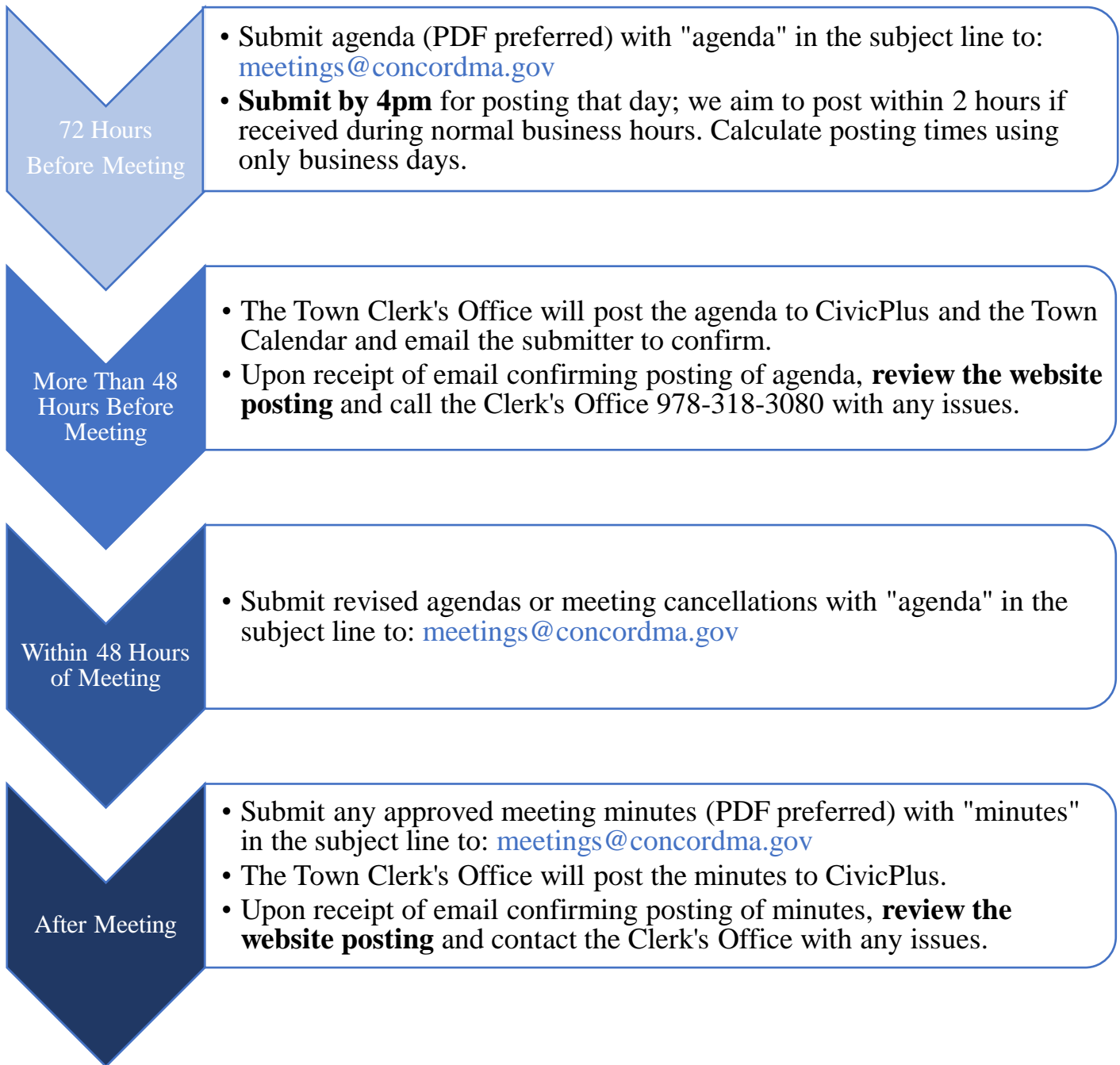


Town of Concord – Meeting Postings Process

Posting Meeting Agendas and Minutes

Boards and Committee Members



Preferred File Formats and Naming

When possible, please submit all agendas and minutes in the following format: **YYYYMMDD_DocType_Entity.pdf**

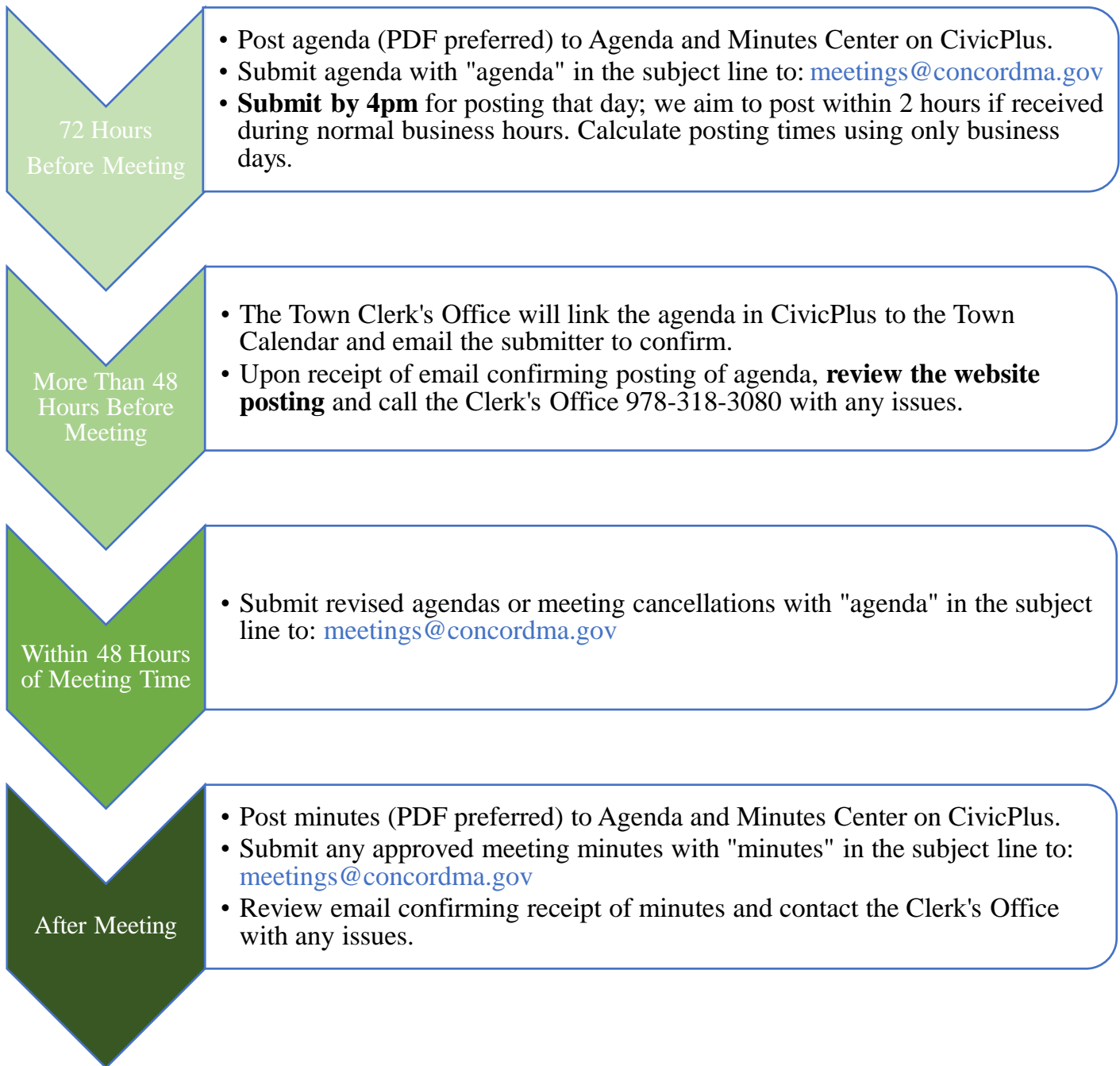
Examples: **20211213_Agenda_Select Board** OR **20211213_Minutes_Select Board**

If sending multiple attachments to an agenda or minutes, please combine them into a single PDF, if possible.

Town of Concord – Meeting Postings Process

Posting Meeting Agendas and Minutes

Town Staff with CivicPlus



Preferred File Formats and Naming

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