

MEMORANDUM

To: Mayor Ladner and Town Councilors
Alex C. Brown, Town Manager - Finance Director

From: Ann L. Mackie, Town Clerk

Re: **Destruction of Records**

Date: December 12, 2017

I request your approval to destroy the Town records described in the attached pages. They include records from the following departments:

Community Development	35 boxes
Executive	11 boxes
Finance	39 boxes
Library	2 boxes
Municipal Court	18 boxes
Police	2 boxes
Recreation Center	1 box
Utilities	<u>13 boxes</u>
TOTAL	121 boxes

All of these records have reached their retention limit based on the Town's Records Retention and Disposition Schedules. Upon your approval the Town will contract with a bonded vendor for document destruction services.

Attachments