

**TOWN CLERK**  
SERVICES/ACTIVITIES

TRADE NAMES	124	LIQUOR PERMITS	54
SPORTING LICENSES	1,628	NOTARY REGISTRATIONS	117
LAND RECORDINGS	8,301	APPOINTMENT LETTERS	138
MAPS	70	ABSENTEE BALLOTS	253
VITAL COPIES ISSUED	2,209	NOTARIZATIONS	827
DOG LICENSES	5,844	BACKSCAN LAND RECORDS	2,384
MARRIAGE LICENSES	222	VETERAN DD-214 FILING	88

INFORMATION/REPORTING

MINUTES	OFFICIALS BOOK
APPOINTMENTS	CONTRACTS/ABRITRATION AWARDS
ELECTIONS	LEGAL OPINIONS
VITAL EVENTS	ORDINANCES
Birth/Marriage/Death/Burial	STATE REVENUE COLLECTION
WRITS & CLAIMS	

**RECORDS MANAGEMENT**

SERVICES

RECORDS RETRIEVAL & RELOCATION  
 CREATE & UPDATE FILE PLANS  
 CATALOG & PROCESS INACTIVE RECORDS  
 MANAGE CALENDAR & FY DISPOSALS  
 ASSIST WITH FILE STORAGE STRATEGIES

ACTIVITIES

FY 2008-09 DISPOSED 610 BOXES - ACCEPTED 197 BOXES  
 FY 2009-10 DISPOSED 251 BOXES - ACCEPTED 115 BOXES