

## ***Town Bylaw***

May 10, 1999 the Town Meeting passed an article that created the Records Management Program. The article established a Records Management Commission; the position of Archivist/Records Manager; and the Archives.

The Records Management Commission consists of the: Town Clerk; Treasurer/Collector; Ways and Means Committee Chairperson, Historical Commission Chairperson, Library Director, and Board of Selectmen Chairperson, or their respective designees. The Town Clerk serves as the committee chairperson.

Massachusetts General Law c66, c4 s7(26), 950 CMR 32.00, and the office of the Sec. of State, Supervisor of Public Records mandate the proper care and administration of public records. See [www.state.ma.us/legis/laws/mgl](http://www.state.ma.us/legis/laws/mgl) for more detail.

## ***Mission and Goals***

The purpose of the Records Management Program is to preserve and protect the town's history and to enable the town to fulfill its legal records management responsibilities.

The Records Management Program:

- Creates accurate, complete, and necessary records.
- Effectively administers information resources.
- Organizes, preserves and provides easy access to records in a variety of media.
- Transfers inactive and permanent records to the Archives.
- Legally disposes of obsolete records that do not have long-term value.

## ***Why Manage Records?***

The Town's records are valuable information assets. Our records:

- Document the rights and interests of the people.
- Ensure that government is accountable and functions according to the rules and laws of the people.
- Provide valuable evidence that protects local government and individuals in litigation.
- Protects employees' rights and benefits.
- Document Burlington's history.

## ***Programs and Services***

### ▪ ***Records management and evaluation of records***

The Records Management Program assists town offices in determining which records to keep and which records to discard. The program also offers advice on ways to economically and efficiently file, store, and retrieve records.

### ▪ ***Reformatting (microfilm and digital)***

Records are microfilmed according to specifications published by the Supervisor of Public Records and industry specifications. The Supervisor mandates that records with a retention period over 10 years may not be retained solely in electronic format i.e., a paper or microfilm copy must be preserved. Although this is a solution for longterm preservation, the Archives recognizes that electronic copy increases access. The Archives hopes to begin delivering electronic duplicates of selected records series within the next year.

### ▪ ***Reference and access***

The Archives provides access to records in its custody. Part of providing access is organizing, cataloging and indexing the records so that they are more usable.

### ▪ ***Preservation***

The Archives controls the temperature and relative humidity of records in its custody. Records are also housed in archival-quality boxes and folders, which protects the records and prevents acid from forming in the paper. Professional conservators are utilized when necessary and as funding allows.

### ▪ ***Vital records management***

Vital records management is the identification and protection of critical records, those needed to continue operation after a disaster. As the Records Management Program develops, we will be integrating vital records management.

## ***How You Can Help***

The Council on Aging offers COA participants the opportunity to work up to 100 hours per year at a rate equivalent to minimum wage. This amount is applied toward the participant's property taxes. Contact Jeanne

Garrett at 781-270-1953 or [coa@burlmass.org](mailto:coa@burlmass.org) for more information.

Interns and volunteers are always welcome!

Opportunities include:

### ▪ ***Preservation***

Current possibilities include rehousing historic material in archival-quality containers and constructing custom-sized boxes for fragile books.

### ▪ ***Indexing***

We always need help with personal name, geographic name, and subject indexing.

### ▪ ***Data entry of folder lists***

The Archives uses an Access database with easy-to-use entry forms. Yes, we will teach you!

## ***How to Find Us***

The Burlington Town Archives is located in the basement of the Town Hall.

### ***By car from Rt. 128/95S***

Take exit 33B. At the end of the ramp, turn right. Go 1-1/2 miles until you reach an intersection with street lights; there will be a gas station on the corner and the town common will be across the intersection. Go straight and take the first right; the red brick fire station and annex will be on the left-hand side. To park in the town hall parking lot, take the first left and then the first right.

### ***By car from Rt. 128/95N***

Take exit 34/Winn Street. At the end of the ramp, turn right. Go 1 mile until you reach a school on the left. Make a hard left at the intersection onto Center Street. Follow Center Street to the town common. At the town common, continue right, past the police station and past the two red brick buildings on the right; the second red brick building is the town hall. To park in the town hall parking lot, take the first right after town hall and then the first right.

### ***By public transit***

Bus 350 from Alewife station or 352, 353 or 354 from Copley Square, Haymarket and points in between. Exit the bus at the town common and cross the common. See [www.mbta.com](http://www.mbta.com) for schedules.

The Archives documents and supports the Town of Burlington through its collections, programs, and services.

### ***Collections***

The Archives is in the process of collecting and organizing the Town's records and publications. As records are organized, described and indexed, the information will be made available at [www.burlington.org/archives/collect.htm](http://www.burlington.org/archives/collect.htm). Paper printouts are available in the Archives. There is no charge to use the Archives, although there will be a small charge for reproductions. For more information, please see our web page at [www.burlington.org/archives](http://www.burlington.org/archives).

### ***Cover***

#### ***Burlington's first town hall or town house, ca. 1890s.***

Photographer unknown. Reproduced from the Burlington Heritage Appointment Calendar, 1999, courtesy of the Burlington Historical Commission. Archives D-0029.

#### ***Welcome Home Jubilee dinner in front of Town Hall, July 12, 1919.***

Photographer A. J. Hall. Reproduced from the 1971 Annual Town Report, p. 177. Archives D-0013.

#### ***Burlington town hall, ca. 1970.***

Photographer unknown. Reproduced from the 1971 Annual Town Report, p. 34. Archives D-0027.

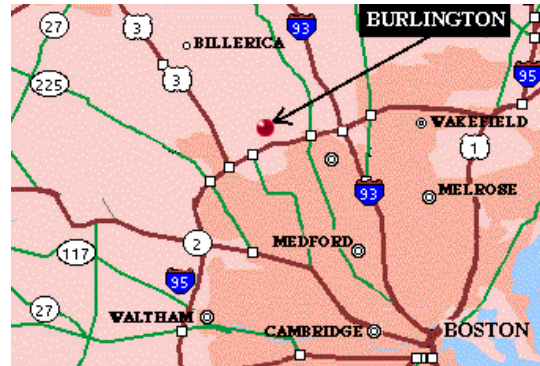
#### ***Town hall annex, ca. 1970.***

Photographer unknown. Reproduced from the 1971 Annual Town Report, p. 97. Archives D-0008.

### ***Contact Information***

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[clerk@burlmass.org](mailto:clerk@burlmass.org)  
Web [www.burlington.org/archives](http://www.burlington.org/archives)  
Hours 8:30 am-4:30 pm  
Monday-Friday, 2<sup>nd</sup> Tues. 6-9 pm, and by appointment



### ***By car***

Approximately 1-1/2 miles north of Rt. 128/95.  
See inside for specific instructions

### ***By public transit***

Bus 350 from Alewife station or 352, 353 or 354 from Copley Square, Haymarket and points in between. Exit the bus at the town common and cross the common. See [www.mbtta.com](http://www.mbtta.com) for schedules.



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