



Town of Burlington  
29 Center Street  
Burlington, MA 01803

*Office of the Town Clerk, Archives Division*

Phone 781.270.1604/1660  
Fax 781.270.1608  
[www.burlington.org/archives](http://www.burlington.org/archives)  
[archives@burlmass.org](mailto:archives@burlmass.org)

Jane L. Chew, CMC, Town Clerk  
Eleanor M. Gelinas, CMC, Asst. Town Clerk

Lisa A. Plato, CA  
Archivist/Records Manager

## Records Management Guide #4 Board and Committee Minutes on the Web

Many boards and committees use word processing programs to produce minutes. With a few extra steps, minutes can be made available on the town web site. Although the e-copy is not the official copy and cannot be certified, electronic minutes increase public access and provide keyword-searchable text.

In order to guarantee uniform files, complete the following instructions for creating web-postable minutes and for transferring electronic copy to the archives.

1. If possible, use Microsoft Word for Windows version 6.0 or higher.
2. Use uniform styles and headings i.e., on the upper left side of the screen, pull down to Heading 1 for headings and use Normal for body text. To change styles, go to the menu bar to Format and go to Style. Times Roman 12 point is preferred for body text and Time Roman Bold Italics is preferred for headings. 1" margins are preferred for top, both, left, and right margins. If you use bullet points or numbers, go to the 1, 2, 3 or setting on the upper right-hand side of the menu bar.
3. At the top of each set of minutes, put the date of the meeting and page x of x.
4. At the end of each set of minutes, put the following text:  
Date Approved \_\_\_\_\_  
Name of Recording Clerk \_\_\_\_\_
5. Use the following naming convention for the file name: record group number, month, day, and last digit of the year. To acquire the record group number, see <http://208.58.133.9/clerk/archives/alpha.htm>. For example, the minutes for the May 17, 2001 Conservation Commission meeting would be named 01805171.doc.
6. Save the file as a Rich Text Format and HTML file. To do this, go to the menu bar to File and Save As. At the bottom left side of the screen, pull down the menu that says Save As Type to read Rich Text Format and click Save. Then pull down the menu to read Web Page and click Save.
7. Store the files in a directory for each year e.g., 2000, 2001, etc.
8. Upload the HTML files to your web site and retain on the site for one year. ***Be sure to add a link to the town terms and conditions (<http://208.58.133.9/clerk/terms.htm>) at the bottom of each HTML page.***
9. Transfer the RTF and HTML files for the previous year to the archives. Records should be transferred at the end of each calendar year.