

**CITY OF FRANKLIN, NEW HAMPSHIRE:
ANNUAL REPORT, 1971; HOW YOUR
1971 TAX DOLLAR WAS SPENT,
OPERATING BUDGET 1972, A PROGRAM
OF SERVICES FOR THE CITIZENS**

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JAMES A. MCSWEENEY

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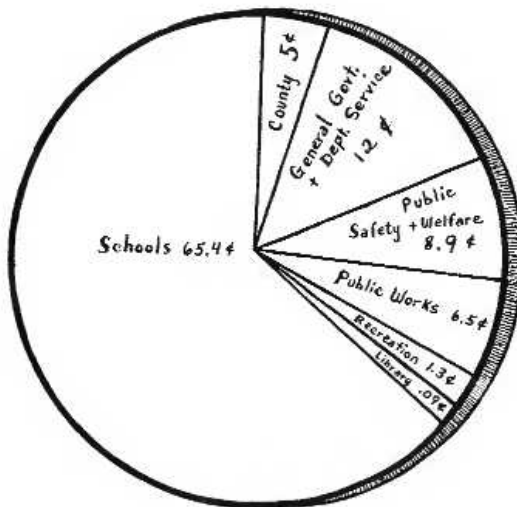
CITY OF FRANKLIN, NEW HAMPSHIRE

A Friendly City on the Move

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ANNUAL REPORT 1971



HOW YOUR 1971 TAX DOLLAR WAS SPENT

OPERATING BUDGET 1972

A PROGRAM OF SERVICES
FOR THE CITIZENS

University of New Hampshire
Library

PREPARED BY:
JAMES A. McSWEENEY
CITY MANAGER

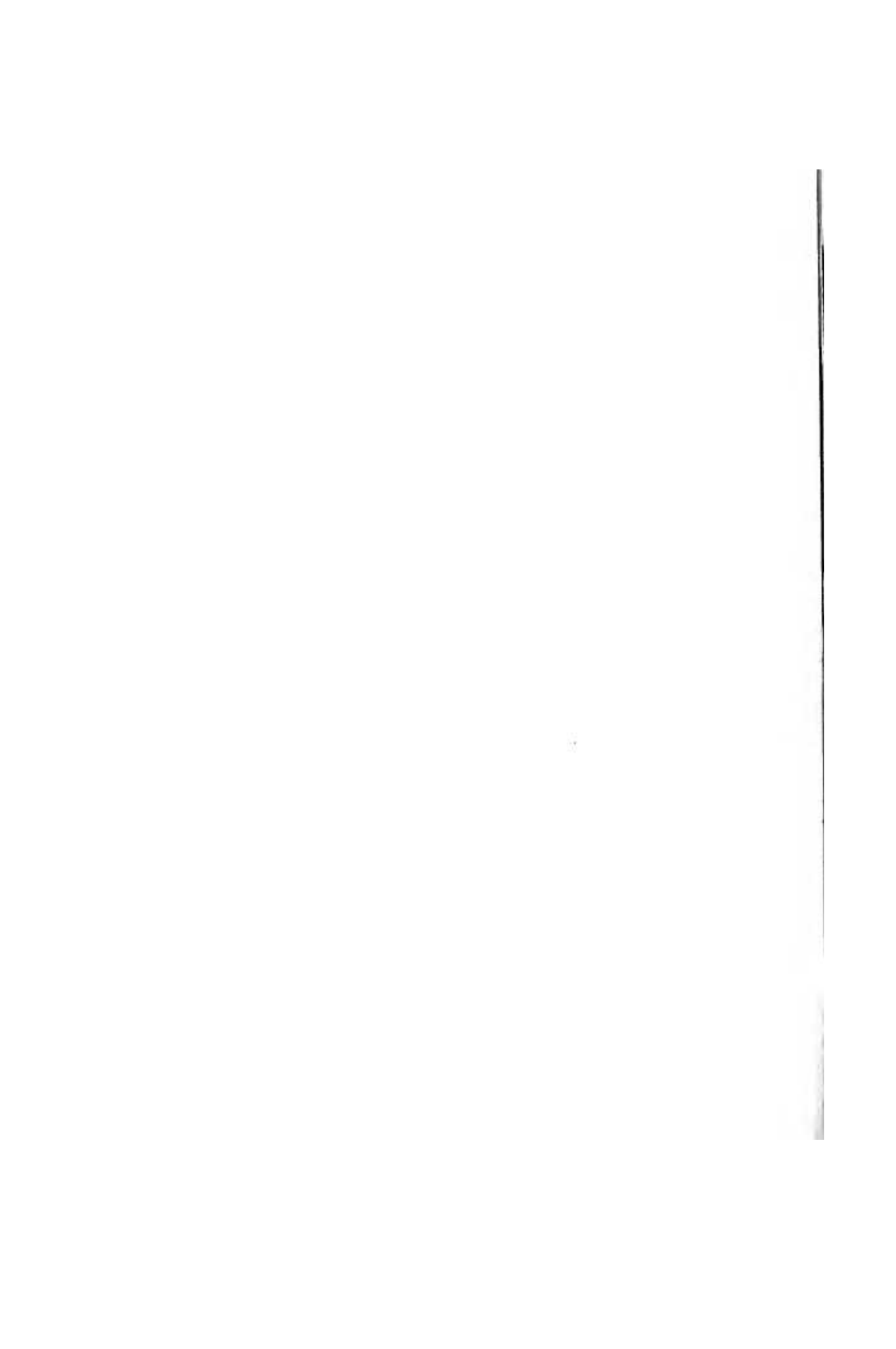


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Section 1

1. The first part of the document discusses the importance of maintaining accurate records. It states that proper record-keeping is essential for the efficient operation of any organization. This includes tracking financial transactions, personnel files, and operational procedures. The document emphasizes that these records serve as a critical source of information for decision-making and accountability.

2. The second part of the document outlines the specific responsibilities of the record-keeping department. It details the process of data collection, storage, and retrieval. It notes that records should be organized in a clear and logical manner to facilitate easy access. Additionally, it stresses the need for regular audits to ensure the accuracy and integrity of the data.

3. The third part of the document addresses the challenges associated with record-keeping. It identifies common issues such as data redundancy, inconsistent formatting, and limited storage capacity. It offers several strategies to overcome these challenges, including the implementation of standardized protocols and the use of modern record-keeping technologies.

4. The fourth part of the document provides a summary of the key points discussed. It reiterates the importance of record-keeping and the need for a systematic approach. It concludes by encouraging all staff members to take ownership of their record-keeping responsibilities and to work together to improve the overall quality of the organization's records.

5. The fifth part of the document provides a detailed overview of the record-keeping process. It begins with the identification of records that are subject to retention. This involves reviewing various types of documents, including contracts, correspondence, and reports. The document then describes the steps for classifying records based on their value and the legal requirements for their retention. It also discusses the importance of regularly reviewing records to determine if they should be archived or destroyed.

6. The sixth part of the document focuses on the technical aspects of record-keeping. It discusses the use of digital record-keeping systems and the benefits they offer, such as improved searchability and reduced risk of loss. It also addresses the security of digital records and the importance of implementing robust security measures to protect sensitive information. The document provides a list of recommended software solutions and best practices for their implementation.

7. The seventh part of the document discusses the legal and regulatory requirements for record-keeping. It highlights the importance of staying up-to-date with changes in laws and regulations that may affect record-keeping practices. It provides a summary of key legal considerations, such as the right to privacy and the Freedom of Information Act. The document also offers guidance on how to ensure compliance with these requirements and avoid potential legal liabilities.

8. The eighth part of the document provides a final summary and conclusion. It emphasizes the long-term benefits of a well-managed record-keeping system, including improved operational efficiency and better decision-making. It encourages the organization to continue to refine its record-keeping processes and to seek out new opportunities for improvement. The document ends with a call to action, urging all staff members to commit to high standards of record-keeping and to work together to create a culture of transparency and accountability.

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James A. McSweeney
City Manager