

Joshua Risen
Town Clerk

E-mail: jrisen@townofgb.org
www.townofgbma.gov



Town Hall, 334 Main Street
Great Barrington, MA 01230

Telephone: (413) 528-1619 x2 then 1
Fax: (413) 528-1026

TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN CLERK

Addendum to the Great Barrington Community Preservation Committee Application for CPA Funding Historic Document Preservation and Digitization

The Town of Great Barrington is requesting funding to initiate a multi-year project to preserve and digitize historically significant municipal records in order to comply with Massachusetts law. The first \$50,000.00 dollars of the funds will be used to retain a qualified archival and records-management firm to conduct an assessment and to provide recommendations.

The first phase of this project will be a comprehensive evaluation of all of the documents held within the storage areas in Town Hall located at 334 Main Street Great Barrington MA. A goal of the assessment will be to develop a detailed phased plan for how to preserve and digitize the permanent records.

Phase one will entail contracting a qualified archival and records-management firm with the Town to evaluate each document and its corresponding retention requirements under the Municipal Records Retention Schedule. If it is determined that a given record does not require preservation and/or retention pursuant to applicable law under the Retention Schedule, it will be segregated for destruction or removal.

During Phase one, the qualified archival and records-management firm shall establish a new organizational plan on how to organize and manage the entire record collection. As part of this organizational plan, the following information shall be determined:

- 1) A plan on how to organize the retained documents (i.e. a map of where various types of records will be stored);
- 2) A plan to purchase new storage shelving and containers;
- 3) Rules and policies shall be adopted as to how new documents will be added into the collection of the retained older documents.

Once a comprehensive list of what documents are to be persevered and digitized is established, the vender will provide their expert opinion on which documents are to be prioritized for preservation and digitization.

Additional future phases, subject to additional funding, will address the following:

- 1) Restructuring the physical storage areas to accommodate and properly store the preserved documents.
- 2) Installation of environmental controls to preserve the documents.
- 3) Contracting with a vender to actually perform the work of preserving the documents and digitizing them.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Risen". The signature is written in a cursive style with a long, sweeping flourish extending from the end of the name.

Joshua Risen,
Town Clerk