TOWN OF WAYNE

ACCESS TO PUBLIC RECORDS POLICY

Town officials bear the responsibility of the care of records both when in use at the Town Office or outside of the building. Whenever possible back up copies should be used to insure against loss ar damage. Records that leave the Town Office with town oficials should be signed out so that their whereabouts and expected time of return is known. Assessing cards are an exception to this. Public access to records should be made in the presence of town officials.

Given under our hand this 25th day of March 1994,

Linda N. Kindig Mary Farnham Peter Ault

Linda Kindig Mary Farnham Peter Ault

Wayne Board of Selectmen.