

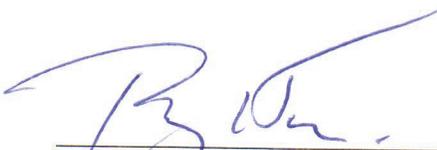
**TOWN OF WEBSTER**

**INCOMING DOCUMENT MANAGEMENT POLICY**

**Adopted 8/4/2014**

1. All Town officials, employees, volunteers, boards and commissions will do their best to comply with RSA 91-A and RSA 33-A.
2. Any incoming hard copy or electronic document should be forwarded to the appropriate department head for response or filing, and a copy will be sent to the administrative assistant. Complaints about a department head should be forwarded to the Select Board.
3. Anonymous documents referencing a safety or criminal concern will be forwarded to the appropriate department head for resolution. Management of the documents will comply with the department's document policy.
4. Anonymous documents that are not of a safety or criminal concern will be delivered to the Select Board, which shall be responsible for the proper disposition of the document.

This policy and procedure is effective upon adoption by the Select Board and shall be subject to revision from time to time as circumstances may dictate, or as deemed advisable by the Select Board.



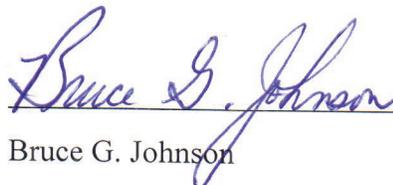
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Roy E. Fanjoy



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Mason W. Donovan



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Bruce G. Johnson