




Town of Pownal Viewing Code Files Policy

Purpose: To help the office staff keep better records of where code files are and who has them. This will also help deter any theft of files.

Approved at the September 9, 2019 Select Board's Meeting the following policy:

When members of the public ask to view a Code or Assessment file it is the Town's policy to issue one code or assessment file at a time, and when viewing them each file must get signed out to keep track of individuals viewing these files. This helps ensure we get the complete file back without anything missing.


Jonathan Morris, Selectman


Date


George Anderson Jr., Selectman


Andrew O'Brien, Selectman