

### ***Roadway System Records***

The public works office is responsible for establishing and maintaining database files for each roadway within the Town of Amherst. Road files arranged by road name are kept in alphabetical order and include relevant data as described in this section. Periodically, records are scanned electronically into the Department of Public Works server by office staff.

Information to be gathered and maintained for the roadway system shall include road layout, right-of-way, maintenance history (including copies of previous work orders and related work efforts), complaints received and corrective actions performed (if any), general notes by the Public Works Director and staff concerning special conditions or problems, engineering plans and as-built drawings whenever possible.

Records are used to document reimbursement for Federal Emergency Management Agency (FEMA) work when so declared by the President of the United States.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*