

System Recordkeeping

It is the responsibility of the Public Works Director to establish and maintain, thorough accurate historic records, hydrocarbon usage for all municipal vehicles, buildings, roadway repairs, town-building repairs/maintenance, cemeteries, solid waste, and municipal septic. These records may be used for required local, State, or Federal statistics. They may also be used for reimbursements such as State Bridge aid, or FEMA. The public works staff located at 22 Dodge Road will maintain files for these purposes.

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