

Town of Manchester, Connecticut
Town Clerk's Office
Municipal Records Filing Policy

Purpose

This policy establishes uniform standards and deadlines for all municipal departments, boards, commissions, and committees responsible for submitting meeting minutes, ordinances, and resolutions to the Town Clerk's Office. All departments are required to comply with the procedures outlined herein in accordance with applicable Connecticut General Statutes (CGS) and the Town Charter.

Scope

This policy applies to all municipal boards, commissions, committees, and departments of the Town of Manchester required to file meeting minutes, ordinances, or resolutions with the Town Clerk's Office, including but not limited to the Town Council, Board of Directors, Board of Finance, Planning and Zoning Commission, and all standing and special committees.

Legal Compliance

All filings must comply with applicable Connecticut General Statutes and the Town of Manchester Charter. The Town Clerk's Office is the official repository for all documents covered by this policy. Departments are responsible for ensuring timely and accurate submissions.

Section 1 — Meeting Minutes (All Boards, Commissions, and Committees)

Governing Authority: CGS § 1-225 — Freedom of Information Act (FOIA)

This statute governs all municipal boards and commissions unless a more specific statute applies. Per FOI Commission guidance (*Elizabeth Benton and The New Haven Register v. Superintendent of Schools, et al.*, FIC #2009-278, April 14, 2010), minutes follow a two-step filing process:

Step 1 — Draft Minutes

- Draft minutes must be submitted to the Town Clerk's Office within 7 calendar days of the meeting date.
- Draft minutes must be clearly labeled "Draft-Subject to Revision" in the document header.
- Draft minutes of emergency meetings must be filed within 72 hours of the meeting.
- Draft minutes must include: date, time, location, members present and absent, all votes cast, and a clear record of all actions taken.
- Meeting agendas, public notices, and attachments must be filed concurrently with the draft minutes.

Step 2 — Approved Minutes

- Once ratified by the voting body at its next meeting, approved minutes must be submitted to the Town Clerk's Office promptly following adoption.
 - Approved minutes must be labeled "Approved" and include the date of ratification.
 - All filed minutes are subject to public inspection in accordance with FOIA requirements.
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Section 2 — Ordinances

Governing Authority: CGS § 7-157- Adoption and Filing of Ordinances

CGS § 7-157 is the controlling statute for all municipal ordinances unless the Town Charter provides additional or stricter requirements.

- All ordinances must be filed with the Town Clerk's Office within 1 week of adoption.
- Each ordinance must be recorded in the official Ordinance Book maintained by the Town Clerk.
- A notice of adoption must be published in accordance with statutory requirements.
- The effective date of each ordinance must be documented in accordance with CGS § 7-157.
- The submitting department must provide the final adopted text, including any amendments made prior to adoption.

Section 3 — Resolutions

Governing Authority: CGS § 1-225 (FOIA) and Town Charter

There is no single statewide statute establishing a standalone filing deadline for resolutions. The following requirements apply:

- Resolutions adopted at meetings must appear in the meeting minutes and are subject to the 7-day filing deadline under CGS § 1-225.
- Departments must consult the Town Charter for any local provisions requiring separate filing, indexing, or maintenance of a resolutions book.
- Where the Town Charter imposes additional requirements, those provisions are controlling.
- If a resolution is adopted as a standalone document, it must be filed with the Town Clerk within 7 days of adoption.

Section 4 — Recitals (“Whereas” Clauses)

Recitals have no independent filing statute and are governed by the rules applicable to the parent document:

- If part of an ordinance -filed under CGS § 7-157 (within 1 week of adoption).
- If part of a resolution - filed under CGS § 1-225 / FOIA rules or applicable Town Charter provisions.

Section 5 — Submission Procedures

- In person: Documents may be delivered to the Town Clerk’s Office during regular business hours.
- By email: Documents may be submitted digitally to the Town Clerk’s designated email address. A written confirmation of receipt will be provided.
- Meeting minutes may be submitted in draft form within the 7-day deadline, clearly labeled “Draft-Subject to Revision.” Approved minutes must be resubmitted following ratification.
- All other submissions (ordinances, resolutions) must be in final, legible, and approved form. Drafts will not be accepted for these document types.
- Submitting departments must retain a copy of all filed documents for their own records.
- The Town Clerk’s Office will date-stamp all received documents and maintain a filing log.

Section 6 — Compliance and Consequences

Failure to comply with the filing deadlines and procedures established by this policy may result in:

- A violation of Connecticut’s Freedom of Information Act (CGS § 1-225), which may result in a complaint to the Freedom of Information Commission (FOIC).
- Invalidation or delay of the effectiveness of ordinances or resolutions.

Department heads and board/commission chairs are responsible for ensuring staff are trained on this policy.

Questions should be directed to the Town Clerk’s Office.

Quick Reference- Filing Deadlines

Document Type	Governing Statute	Filing Deadline	Filed With
Draft Minutes (All Boards & Committees)	CGS § 1-225 (FOIA)	Within 7 calendar days (labeled “Draft -Subject to Revision”)	Town Clerk
Approved Minutes (All Boards & Committees)	CGS § 1-225 (FOIA)	Promptly after ratification at next meeting	Town Clerk
Draft Emergency Meeting Minutes	CGS § 1-225 (FOIA)	Within 72 hours (labeled “Draft- Subject to Revision”)	Town Clerk
Approved Emergency Minutes	CGS § 1-225 (FOIA)	Promptly after ratification at next meeting	Town Clerk
Ordinances	CGS § 7-157	Within 1 week of adoption	Town Clerk
Resolutions	CGS § 1-225 / Town Charter	Within 7 days (via minutes)	Town Clerk

Approved by: As Maria W. Chung Date: MAY 07 2026