

CITY/TOWN CLERK RESPONSIBILITIES

October 2023



A city or town clerk is a bonded official who is the municipality's official record keeper. The clerk:

- Keeps vital record ([G.L. c.41 §15](#) and [G.L. c.66 §6](#))
- Serves as the municipality's chief election officer ([G.L. c.41 §15](#))
- Submits all new town bylaws to the Attorney General for review and approval ([G.L. c.44 §32](#))
- Records all the votes of the legislative body ([G.L. c.41 §15](#))
- Certifies election results ([G.L. c.41 §15](#))
- Gives oath of office to newly elected, reelected, and appointed officials ([G.L. c.41 §15](#) & [G.L. c.41 §107](#))
- Certifies all debt notes and bonds ([G.L. c.44 §24](#))
- And in a city, keeps all municipal contracts ([G.L. c.41 §17](#))

How does the city or town clerk interact with DLS?

- Submits Proposition 2 ½ ballot question election results
- Certifies oath of office has been administered
- Submits borrowing authorization report ([G.L. c.44 §28](#))
- Certifies information on Page 4 of Tax Rate Recap in Gateway
- "Sign" LA-5 Options & Certification form in Gateway
- Submit notification of local option excise adoptions
- Submit notification of adoptions impacting property taxes
- Serves as DLS Gateway local account administrators
- Updates Local Officials Directory (LOD)
- Certifies warrant articles approved by town meeting

City or town clerks are responsible for the maintenance, disposition and preservation of municipal archival records and materials.

- General and zoning bylaws ([G.L. c.40 §32B](#))
- Election results ([G.L. c.41 §15](#) and [G.L. c.39 §3](#))
- Resignations and appointments, and administers the oath of office ([G.L. c.41 §15](#))
- Publications ([G.L. c.66 §6A](#))
- Town meeting minutes ([G.L. c.41 §15](#))
- Financial statements including budget documents ([G.L. c.66 §6A](#))
- Licenses
- Local census taking ([G.L. c.51 §4](#))

City or town clerks may have additional responsibilities with oversight by other state or federal agencies not included in this document.