



TOWN OF WESTFORD
Office of the Town Clerk

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For Immediate Release.

Document Scanning Collaboration

The Records & Archives Management Committee (RAMC) in the Town of Westford is pleased to announce a collaboration with the Middlesex North Registry of Deeds for document scanning.

Under the leadership of Register Richard P. Howe, Jr., the Middlesex North Registry of Deeds has made great strides in digitizing its land-based records and wants to share its knowledge and resources through a pilot program with the Town of Westford.

The Records & Archives Committee of Westford visited the Registry for a tour of the scanning operation and to learn about the document management procedures that have led to such a successful operation. RAMC members walked away with a truly unique opportunity when Mr. Howe offered resources for scanning some local records. This is made possible through a collaboration between the Registry and the Greater Lowell Vocational Technical High School, where students have the opportunity to learn document management on the job, scanning and indexing paper documents as part of an internship program.

This collaboration is the first of its kind in the commonwealth, but forging new paths through technology is a matter of course for Register Howe and Assistant Register Anthony Accardi who will oversee this along with many other document scanning programs at the Registry.

With records storage space being as tight as it is and given the current condition of Westford's Town Hall, this will provide not only improved access to public documents, but will also serve as a preservation tool for the short term.

It is fitting that the first collection of records to be scanned will be the minutes from Selectmen's meetings that are not currently available electronically.

For more information about this collaboration, please contact:

Richard P. Howe, Jr., Register of Deeds, Middlesex North Registry of Deeds,
Lowell, MA 978-322-9000

Anthony Accardi, Assistant Register of Deeds, Middlesex North Registry of
Deeds, Lowell, MA 978-322-9000

Kaari Mai Tari, Westford Town Clerk, 55 Main Street, Westford, MA 978-692-
5515