

Night Deposit Box Policy

1. The Town Clerk's Office will unlock and remove contents from the box at the start of the business day.
2. The Town Clerk's Office will date stamp the mail with the previous business day's date and annotate it with "NDB" to identify it as having been received through the night deposit box.
3. If there is ever a need for an exception to the "prior business day" rule of accepting mail, the department that requires the exception will need to make a note that can be attached to the box indicating as such and must alert the Town Clerk of this request.

Posted 6/25/2012