

**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Archives Division

Debra Fagerstrom, Town Clerk  
Town of Brimfield  
23 Main Street  
Brimfield, MA 01010

Dear Ms. Fagerstrom:

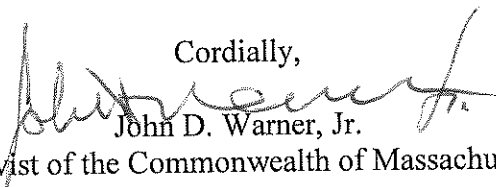
November 10, 2022

I want to offer you and the Town of Brimfield my congratulations on behalf of Secretary of State William F. Galvin, the Massachusetts State Historical Records Advisory Board and the National Historical Publications and Records Commission. Your Application to the Roving Archivist Program has been approved.

Recently the Board approved you for a Strategic Assessment grant. Either Roving Archivist Sarah-Jane Poindexter or Interim Roving Archivist Thomas Doyle will spend time with you and key members of the institution to understand your archival issues and concerns. They will have a conversation with your group about the basic components of operating an archives, concentrating on the importance of collection development policies, disaster planning and preservation. Mr. Doyle or Ms. Poindexter will complete a report with a list of recommendations specific to the institution within thirty days.

I am sure one of the Roving Archivists will be contacting you shortly. Thank you for participating in the Roving Archivist Program.

Cordially,

A handwritten signature in black ink, appearing to read "John D. Warner, Jr.", written over a horizontal line.

John D. Warner, Jr.  
Archivist of the Commonwealth of Massachusetts