

Town of Windham – Records Retention Committee

Meeting Minutes

Wednesday, October 19, 2011 at 4:30 p.m.

Meeting Location: Town Hall

Members in attendance: Nicole Merrill, Rex Norman, Ruth Robertson, Dana Call, Norma Ryan, Margaret Case, Bob Skinner and Doreen Demone were in attendance.

Roger Hohenberger (Selectmen member) and Kathleen Difruscia (Alternate) were unable to attend.

Organizational Meeting

Nicole presented an overview presentation of the Committee's role and responsibilities. Nicole provided members with a copy of the Town's Record Retention Policy and NH RSA 33:A governing Disposition of Municipal Records.

The group agreed that they will alternate the responsibilities for taking meeting minutes among Committee members. It was also agreed to have a meeting once a month, the 3rd Thursday of each month at 4:00 pm, with meeting location to be determined.

Agenda

Nicole discussed the progress to date in establishing a Town record retention schedule and that many departments had submitted their listings. She noted that more work needs to be completed to fine tune the schedules and determine what gaps or gray areas exist that would need to be addressed by this Committee.

Group discussion included:

- The need to avoid duplication of records among individual departments;
- The status of the Town Hall vault including organization/mapping of records contained in the vault and energy use/climate control and other storage considerations.

The group agreed that at each subsequent meeting, the Committee would select one department's retention schedule to review, beginning with the Town Clerk's office. The next meeting will also include a review/tour of the Town Hall vault.

Next Meeting

November 17, 2011 at 4:00 pm at the Town Clerk's office. Meeting adjourned at 5:10 pm.

*Respectfully submitted,
Dana Call*