

# Town of Windham- Records Retention Committee

## Meeting Minutes

Thursday, February 21, 2013 at 2:30 PM

Meeting Location: Town Hall

Members in attendance: Nicole Merrill, Dana Call, Doreen Demone, and Rex Norman

Kathleen DiFruscia, Roger Hohenberger, Ruth Robertson, Margaret Case, and Robert Skinner were unable to attend.

Minutes: A motion was made by Rex Norman, seconded by Nicki Merrill to approve November 15<sup>th</sup> meeting minutes. Motion passed.

Agenda: Miscellaneous items -

- Nicki will bring Tax Collectors schedule for discussion at next meeting.
- Nicki posed question, "What constitutes permanent record" to Town Clerks listserv and received two responses. Barbara from Chester says, "All original paperwork comes directly to the Town Clerks office. The other departments only keep copies. And in Chester when the info is on the web it is considered the second place of record". Denise Neale, Derry Town Clerk says the opposite. Every department kept their own permanent records." Discussion ensued; this didn't define "permanent record".
- Rex offered to research the RSA's and find a definition for our committee.
- Nicki reported that the Town has completed a shred event with Cintas and she has a list of documents destroyed per RSA 33-A.
- Committee discussed assembling all schedules into one book. Nicki will look into a possible intern from the High School to assist with this.
- We have all but the Tax Collector's schedule at this time. Discussed the fact the Library has not responded and will not be represented in the Retention binder.
- Committee will plan to audit the safe for missing records & minutes. I.e. Community Development, Conservation Commission, etc.
- Discussed creating a letter to send to various committees to request their minutes in paper copies, as "permanent records".

Motion to adjourn at 3:16PM, seconded by all. Next meeting will take place on March 21<sup>st</sup> at 2:30PM.

Respectfully Submitted, Rex A. Norman