

Town of Windham- Records Retention Committee

Draft Meeting Minutes

Thursday, May 23, 2013 at 2:40 PM

Meeting Location: Town Hall

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

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

Minutes: A motion was made by Rex Norman, seconded by Doreen Demone to approve February 23, 2013 meeting minutes. Motion passed. Margaret discussed “notes” from meeting on March 27, as there was no quorum or official minutes taken.

Agenda: Miscellaneous items -

- Nicki discussed membership participation in the Records Retention Committee. Perhaps due to the day and time, we have members who consistently miss meetings. We need to encourage broader participation in this important process.
- Nicki discussed the draft of a letter to various committees to request their minutes in paper copies, as “permanent records”.
- Rex researched the definition of “permanent record” under NH law. RSA 33-A:5-a, says any record designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper, microfilm, or both. The committee discussed the fact Windham does not maintain (or have) a microfilm device so this law means paper copy is required.
- Discussed officially requesting paper copies from each committee and required time frame for requests – each meeting or annually. If annually, perhaps the committees could provide a folder/binder with paper copies.
- Margaret questioned if there is a list of committees required to take minutes. Does the Library fall under Town Clerk’s record retention? Who are the committees under Community Development? Margaret will ask Laura Scott. Dana will check committees related to Administration, i.e. Cemetery, Historic, Recreation, Highway Safety, JLMC.
- Committee discussed Finance Administration records list and “grey areas”. Specifically, town audit and IRS documentation.

- Committee discussed adding in “Retention Citation” if no RSA, “Record Retention Committee Recommendation” perhaps RRCR acronym.
- Health officer related records – Check to see if they are maintained in CDD files.
- Bond – Permanent records and must be kept in Vault.
- Collective Bargaining Agreement – 25 years
- Donations – 7 years
- Financial Statements – 7 years
- Grants (Federal) – 7 years or as specified.
- HR files – retirement, termination plus 50 years
- Job descriptions – need to ask Dave Sullivan
- Committee discussed holding the remainder of Finance Admin retention until next meeting due to the late hour.

Motion to adjourn at 3:59PM, seconded by all. Next meeting will take place on June 20th at 2:30PM Town Hall.

Respectfully Submitted, Rex A. Norman