Windham Record Retention
Committee
Minutes 6-23-2015

Present: Nicole Bottai, Chair Margaret Case, Secretary,
Amanda Jimenez
Bob Coole.
Excused: Ruth Robertson, Dana Call, Doreen Demone

Nicole called the meeting to order at 12:05pm.
A motion by Bob Coole and seconded by Nicole Bottai to Approve the
minutes of 11-21-13 Vote unanimous 4-0

The committee discussed the Vault Project. Nicole handed out some
literature and a proposal for a 3 phase project. After discussing the
proposal a motion by Bob Coole and Seconded by Margaret Case to
spend up to $1500.00 for analyzes. King Information Systems, Inc. will
do the follow: spend 2 days to analyze all records files, books etc.
Records Inventory, Formulate specific recommendation catered to the
Town of Windham. Once we have the information and costs we will be
able to present this to the Town Administration

The condition of the safe was talked about it is need of repair or may
need to be replaced. The safe is about 25 years old.

Nicole discussed the condition of some of the board minutes that are
being given to her. They have information hand written on them. She
suggested to the department that the Town Clerk should be given an
approved clean copy without any markings. The Department Head,
Laura Scott did not agree with this. The committee reviewed the e mail
that Laura sent to Nicole and they agree with Nicole that no markings
should be on the minutes. The committee discussed a solution and a

motion was made to amend the Records Retention Policy by Bob Coole and seconded by Margaret Case by adding the following:
Appendix A: When forwarding approved minutes to the Town Clerk, there shall be no alterations, markings, or cross offs of any kind. These records are permanent records, and it is the Town of Windham's responsibility to preserve the integrity of the records.
Voted unanimous 4-0

A motion to adjourn was made by Amanda Jimenez and seconded by Bob Coole Voted unanimous 4-0 at 1:20pm

Next meeting will be at the call of the Chair.

Submitted by
Margaret A Case