

Windham Record Retention
Committee
Minutes 10-15-2015

The meeting was called to order 10:40am

Present: Nicole Bottai, Chair, Margaret Case, Secretary
Doreen Demone.

Excused: Bob Coole, Ruth Robertson

Absent: Joel Desilets.

Minutes: A motion to approve the minutes of 9-17-2015 made by
Doreen Demone and seconded by Nicole Bottai Vote: 3-0

Discussion on the request to the CIP committee was reviewed
The request was for \$50,000 for stage one. We were given a high
ranking.

The RR committee reviewed the Records Retention Policy and will ask
the Board of Selectmen to approve.

Section V A to change 2 to 3 residents of the Town of Windham one
being an alternate member.

Section X to read: AMENDMENTS: This policy maybe amended by the
Board of Selectmen during a regularly scheduled meeting.

Add Section XI ADOPTION: the Town of Windham has adopted the
Record retention Policy effective July 25, 2011.

Add an Appendix A

The Committee is down 3 members Dana Call, Rex Norman and
Amanda Jimenez. Hopefully they will be replaced soon.

Motion to adjourn was made by Doreen Demone and seconded by
Margaret Case at 11:30AM Vote 3-0

Submitted by: Margaret A Case, Secretary