

Town of Windham – Record Retention Committee

Meeting Minutes

Thursday, November 15, 2012 at 2:30 pm

Meeting Location: Transfer Station

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

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

IT Director Eric Delong, and Transfer Station Supervisor David Poulson were also in attendance.

Minutes:

A motion was made by to approve October 18th meeting minutes.
Motion passed.

Agenda:

- The committee reviewed the IT schedule and made minor changes.
- Some ideas were discussed about creating a spreadsheet that would have records that would cross referenced to each department.
- The committee reviewed the Solid Waste Management schedule. Changes were made and suggestions were mentioned to add Sub headers for Health Officer, Storm Water, and Groundwater.
- The committee toured the Transfer Station to see where the department's records were kept.
- David Poulson explained about which permits are needed to be kept at the Transfer Station when the State comes to audit.
- MISC- Discussion was made to have all departments put on electronic forms of their record schedule and compile into one centralized spreadsheet and be displayed on the website along with the policy. There were questions about if the Tax Department was reviewed at all. Nicole is double checking.

- Nicole mentioned that there was \$200.00 put in the 2013 budget for the Record Retention Committee to utilize for various items.
- There was conversation about if the Library and their Trustees had any records that the committee should go over as well.
- Nicole went over the draft letter addressed to all Boards and subcommittees regarding records for various groups. Changes were made and ultimately the letter will be put on hold for another time.
- There was question to see if the State Law requires “paper” or the actual record to be kept in the Town Clerk’s possession, and then the back up copy to be kept elsewhere. Nicole said that she will send out an email to her Town Clerk Association for verification.

Motion to adjourn at 4:10pm, seconded by all. Next meeting will take place on January 17th 2:30pm at the Community Development conference room.

Respectfully Submitted,

Nicole Merrill