

Records Retention Committee  
Meeting Minutes  
October 19, 2021

Present: Michele Derby-Town Clerk

Karen King- Tax Collector-Excused Absence

Russell Tatro-Assistant Town Administrator-Land Use Coordinator

Wendy Pinkham-Finance Administrator

Dana Hadley-Town Administrator-Representing the Selectboard

Michele Tremblay-Treasurer-Absent

The meeting was opened by Michele Derby, Committee Chair at 1:26 p.m.

Review and Approval of Minutes

Motion by Russell Tatro to approve the September 28, 2021, minutes as amended. Seconded by Wendy Pinkham

Vote in the affirmative

Digitizing Presentation

Russ Tatro reported on a presentation that he attended to learn about the digitizing software Docuware, a product of Inception Technologies.

This was a sales presentation. Russ was impressed with the software and how it would serve many uses that in addition to the digitization of records, it would also streamline tasks. One of the benefits of this product is the automatic filing using a uniform filing system assigned by the software. This would make retrieval of a document much easier as everyone may title and file differently. A document can be scanned and after the system is established it will automatically file the document.

The committee is interested to obtain more information and asked Russ if he would research other vendors for this product to see what they offer.

There is not a cost estimate currently. The software is used in another community and there is a set up fee and a annual user fee. Dana Hadley said that this project may be allowed under the American Rescue Plan Act. (ARPA). Russ will do further research and report at a subsequent meeting.

Fireproof filing Cabinets

Following the discussion from the September 28<sup>th</sup> meeting in regard to the possibility of obtaining fireproof filing cabinets for further storage protection, Wendy Pinkham is researching the cost of various types and size of fireproof filing cabinets. She had checked one source in Manchester, "Jack the Liquidator". A two-draw lateral cabinet has a cost of \$1,900, a four-draw vertical cabinet \$1,600 and a two-draw vertical cabinet \$400. Wendy will research the availability for other vendors and what other suitable products there are.

Retention Policy

Michele Derby is still working on changes to the sample retention policy as discussed at previous meetings and will present to the Selectboard for consideration of adoption after completed.

Next Meeting

The next meeting has been scheduled for Tuesday, November 30th at 1:15 p.m.

Adjournment

Moved by Wendy Pinkham to adjourn. Seconded by Michele Derby

Vote in the affirmative

Respectfully Submitted,

Meeting adjourned at 1:52 p.m.

Dana Hadley

Draft Minutes not yet approved