

Records Retention Committee  
Meeting Minutes  
August 17, 2021

Present: Michele Derby-Town Clerk  
Karen King- Tax Collector  
Russell Tatro-Assistant Town Administrator-Land Use Coordinator  
Wendy Pinkham-Finance Administrator  
Dana Hadley-Town Administrator-Representing the Selectboard

The meeting was opened by Michele Derby, Committee Chair at 1:10 p.m.

Minutes

Motion by Karen King to approve the minutes as amended of August 3, 2021, and seconded by Russell Tatro

Vote in the affirmative

Record Retention Policy

Michele Derby led the discussion regarding the record retention policy. There was discussion as to what a municipal record is. There are definitions in three different RSA's and there are differences between the RSAs. After discussion there was consensus that the Chair will compile an updated version for further review at a subsequent meeting.

Department Records

An excel spreadsheet used in another community to record documents generated by various departments was reviewed. Michele Derby will update the spreadsheet and Dana Hadley will send to department heads to fill out. He will also draft a memo explaining the purpose.

Next Meeting

The next meeting was scheduled for Tuesday, September 14<sup>th</sup> at 1:15 p.m. To be discussed:

Review and approval of minutes.  
Review of the Retention Policy  
Discussion regarding digitizing records  
Discussion for record storage.

Adjournment

Moved by Wendy Pinkham to adjourn. Seconded by Russell Tatro

Vote in the affirmative

Respectfully Submitted,

Dana Hadley