

Records Retention Committee  
Meeting Minutes  
August 3, 2021

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

The meeting was opened by Dana Hadley, Town Administrator to accept nominations for Committee Chair.

Nomination by Dana Hadley for Michele Derby for Committee Chair

Seconded by Russell Tatro

A vote was taken, and the result was in the affirmative to appoint Michele Derby as Committee Chair.

The meeting resumed facilitated by Michele Derby.

Dana Hadley volunteered to take the meeting minutes.

There is a need for the adoption of a record retention policy. A proposed policy from 2019 was discussed and briefly reviewed by the Committee. Russ will check with New Hampshire Municipal Association to secure any suggested samples of other policies. He will distribute to committee members for review before the next meeting in the effort to draft a policy to recommend to the Selectboard.

The next meeting will be on Tuesday, August 17<sup>th</sup>, at 1:00 p.m.

For the next meeting the committee is tasked with reviewing the proposed retention policy and the RSA to determine individual responsibilities.

Moved by David Hemenway to maintain video records as per RSA-33 until the official minutes are approved. Second by Russell Tatro

Vote in the affirmative

Respectfully Submitted,

Dana Hadley

*Minutes approved as amended August 17, 2021*