

Municipal Records Retention Committee Meeting  
August 22, 2019

Present: Pamela Hardy, Sarah Gerlack, and Nicole Hoyt.  
Absent: Katie Phelps, Kellee Easler.

Meeting opened at 10:00AM

Pamela Hardy made a motion to appoint Sarah Gerlack as chairperson, Nicole Hoyt seconded, motion approved. Nicole mentioned that we have a commitment from Katie Phelps to continue as secretary. Nicole will take minutes for this meeting as Katie is helping at the OHD annual golf tournament. The attendees then discussed the limited space in our current fire safe cabinets, the possibility of using the 1913 library for climate controlled storage, and budgeting in 2020 for destruction of older records in the basement of the Municipal Complex. We also discussed PDF versus PDF/A retention of records.

The committee then looked at the spreadsheet created for the purpose of ensuring that all records are retained the duration that is set by RSA 33-A3-a. Nicole Hoyt will send out an excel document to all committee members for inspection of errors or additions. For each record listed in the RSA we will document who (the department) is responsible and the location of the record. As there are several records pertaining to the Police Department, it is recommended by the committee to appoint Police Administrator, Lynne Davis. Chair Sarah Gerlack requested that we meet monthly at this point while we get organized. Next meeting is set for September 26<sup>th</sup> at 10:00AM.

Sarah made a motion to close the meeting, Pam seconded it. Meeting closed at 10:55AM.

Respectfully submitted  
Nicole E. Hoyt