

Municipal Records Committee
Meeting April 30, 2024 at 10:00am
4th Floor Meeting Room – 116 North Main
Street

Present: Kellee Easler, Kate Merrill, Gary Moore, Kara Gallagher, Kadylynn Westgate and Tim Kenney

Absent: Nicole Hoyt, Lynne Davis, Jason Killary, Katie Phelps, Dean Hollins

Kate Merrill called the meeting to order at 10:00a.m.

One Amendment made to line two -2024 should be changed to 2023.

Motion to approve the amended meeting minutes from May 10, 2023 made by Kellee Easler and seconded by Tim Kenney. All in favor.

Department Updates:

Town Clerk/Tax Collector: Absent

Town Administrator: Absent

Planning: Agricultural Commission and Conservation Commission records in the stairway closet have been sorted. AgComm Chair John Keegan has decided what to scan and what to shred. Conservation Commission Chair Alan Hardy will be reviewing records for recommendations on what to keep and what can be destroyed. Assessing items still in basement which need to be scanned. The Planning office will scan and keep certain files even though not legally necessary.

Fire: Tim Kenney went through old files, threw out old equipment and books/information. Started labeling/organizing items. Will start working on organizing/shredding employee records. Will take boxes from basement to sort through as well. Tim Kenney mentioned that he does not have access to the L Drive and all of his electronic records were kept on his computer drive. The Committee agreed that Tim should have a location other than his computer to store these records. Kate mentioned this was the case with Public Works as well. Kate will reach out to Katie and Cybertron regarding the issue to see what they can do.

Police: Absent

Facilities: Gary said he may get the shredding company to come in, but he is still trying to establish when the best time would be. He suggested some of the old plans/blueprints in the basement should be destroyed, however Kellee said these things need to be gone through prior to destruction as some of them will need to be retained. Tim said the blueprints for commercial, residential and apartment buildings need to be kept for reference in the future.

Gary suggested each department continue organizing downstairs documents when feasible. Gary is going to get labels with different colors that way each department can go down and put these labels on all boxes pertaining to their department. Each Department is to go down and label their records with these color-coded labels by July 1, 2024. From there Gary will send an email with any boxes that are not color coded, that way the departments can determine who they belong too. Once these are color coded Gary can work on creating locations for each department and putting the records in one area.

Public Works: Absent. Kate spoke with Dean yesterday about records he has in the basement. They are now in the Finance Office and Dean is going to set aside time to review the boxes and

44 determine what needs to happen to the records.

45 Finance: Kate and Kady have continued to organize scan and shred all previous files in
46 basement. They believe everything pertaining to their departments have been shredded but will
47 review again when Gary has labels available.

48 **Retention Schedule Review:** The retention schedule was given to each department to provide
49 guidance for sorting through old records.

50 **New Business:** Electronic records may be kept as PDF/A if agreed upon by department heads.

51 **Kellee Easler made motion RSA-A:5-a that records may be retained under 10 years in**
52 **PDF/A format if department chooses to do so. Tim seconded. All in favor.**

53 Moving forward documents may be kept as PDF/A only with no physical backup at the
54 discretion of each department head.

55 **Pending Action Items:**

- 56 • Gary will get color code dots to assist with organizing basement files
- 57 • Gary will speak with Katie in regards to organizing L Drive files
- 58 • Kate will speak with Katie about getting Tim Kenney and Dean Hollins access to the L
59 Drive for records retention purposes
- 60 • Each department will go through boxes downstairs and color code/sort them by
61 department. Due date for this will be 07/01/2024
- 62 • Gary will look into getting a master key for all fire safe file cabinets and/or getting an
63 individual key for each.

64 **Member Changes:** None

65 **Motion to adjourn made by Kellee Easler and seconded by Tim Kenney. All in favor. The**
66 **meeting adjourned at 11:36am.**

67 **Next meeting will be April 25th,2025 at 10am.**

68 Minutes respectfully submitted by Kady Westgate