

## **Municipal Records Committee Meeting**

**January 11, 2022 at 1:00pm**

**4<sup>th</sup> Floor Meeting Room – 116 North Main Street**

**Present:** Sarah Gerlack, Gary Moore, Nicole Hoyt, Kate Merrill, Katie Phelps

**Absent:** Lynne Davis, Kearsten O'Brien, Kellee Easler

**Motion to approve the meeting minutes from August 10, 2021 made by Sarah Gerlack and seconded by Kate Merrill. All in favor.**

Gary recommended that Northeast Data Destruction is utilized for document destruction as their pricing is \$6.00 per box with a minimum of \$175.00 for 30 boxes, compared to Absolute Data Destruction which costs of \$10.00 per box with a minimum charge of \$100.00.

Members discussed the potential for use of PDF-A documents.

Gary mentioned the option to put records kept over 10 years on microfilm. Nicole stated that it would be beneficial to the Town Clerk's Office but mentioned the associated cost of storage and the machine.

Gary requested that a representative from all departments contact him in regards to getting together to review records and create an organization and destruction plan. His goal is that records from each department have their own designated area.

Currently Gary estimates there to be 40 boxes that can be destroyed. He will organize a time for Northeast Data Destruction to destroy these boxes to create more room to organize files.

Gary will organize for boxes that are marked to be destroyed to be moved off of the shelves and into one designated area. He will also move down records from top shelves to make them more accessible to sort.

Member changes included the addition of Gary Moore and Kate Merrill, removal of Katie Phelps and the change of recording secretary to Kate Merrill.

The Committee reviewed the current retention schedule.

Next meeting will be held on July 26th, 2022 at 1:00pm.

**Motion to adjourn made by Sarah Gerlack and seconded by Gary Moore. All in favor. The meeting adjourned at 1:25pm.**

Minutes respectfully submitted by Kate Merrill