

Municipal Records Committee Meeting

August 10, 2021 at 1:00pm

4th Floor Meeting Room – 116 North Main Street

Present: Sarah Gerlack, Haley Dilts-Brown, Kate Merrill, Kearsten O'Brien, Katie Phelps

Absent: Lynne Davis, Nicole Hoyt, Kellee Easler

Motion to approve the meeting minutes from August 22, 2019 made by Kearsten O'Brien and seconded by Sarah Gerlack. All in favor.

Sarah stated that NH Municipal Association recommends establishing a Records Retention Policy.

Looking forward, we would like to budget for Absolute Data Destruction for 2022. It will cost \$10.00 per box with a minimum charge of \$100.00. Sarah recommends that everyone determine how many boxes of records they have to destroy in 2022 so that it can be budgeted properly. Katie recommended having a budget line in the Executive budget.

The Committee reviewed the current retention schedule. Sarah provided a Municipal Records Retention worksheet and requested that if the control group needs to be added for a section to let her know so that the document can be updated. Planning & Community Development and Finance have been scanning documents for electronic record keeping purposes. Everyone has fire proof cabinets for records.

Next meeting will be held on January 11, 2022 at 1:00pm.

Motion to adjourn made by Katie Phelps and seconded by Kearsten O'Brien. All in favor. The meeting adjourned at 1:21pm.

Minutes respectfully submitted by Katie Phelps