Municipal Records Committee
Meeting May 10, 2023 at 10:00am
4th Floor Meeting Room – 116 North Main Street

Present: Kellee Easler, Kate Merrill, Gary Moore, Nicole Hoyt, Sarah Gerlack, Jason Killary, Lynne Davis and Tim Kenney

Sarah Gerlack called the meeting to order at 11:36p.m.

Motion to approve the meeting minutes from January 11, 2022 made by Nicole Hoyt and seconded by Gary Moore. All in favor.

Since last year Nicole has made progress with clearing the basement. She has moved permanent records to sealed containers and labeled them clearly. Karyn has created a chart that shows where the departments records are and when they can be destroyed. Nicole shared that she learned if records must be kept 10 years or more you have to keep the hard copy of the record as well if you are using PDF/A.

Sarah explained that the Community Services Department keeps records for six years plus one year which is based on how long clients have to sue the Town. All the files are color coded by year to clearly define destruction schedules.

Lynne said the Police Department brought multiple boxes to the destruction day last year. She believes there is more that she can be added to the stack for the next destruction day. The Police Department is trying to scan more documents as they come in.

Gary said that they were able to shred a lot of boxes last year and that the stack is growing for another shredding day. Gary will watch as boxes are added and plan for another day as he sees enough records ready to go. Gary said that most departments have made good progress on the basement.

The PCD office has been working on scanning and shredding the documents in the PCD office. Once that is done and the department is fully staffed they can begin working on other areas.

Kate said that she has gone through all the Finance and HR files that she is aware of both in the basement and in the office. At this point the departments are just at a point where they need to maintain them as they come in.

Tim has not been a part of the MCR Committee before so he will take the RSA destruction listing and begin working.

Motion made by Kate Merrill to appoint Tim Kenney to the Municipal Records Retention Committee and seconded by Nicole Hoyt. All in favor.

Motion made by Sarah Gerlack to appoint Kate Merrill as chair of the Municipal Records Retention Committee and seconded by Nicole Hoyt. All in favor.

Motion to adjourn made by Kate Merrill and seconded by Sarah Gerlack. All in favor. The meeting adjourned at 11:36am.

Minutes respectfully submitted by Kate Merrill