MUNICIPAL RECORDS COMMITTEE AGENDA

SEPTEMBER 23, 2015

9:30 AM ROOM 204

1. Review minutes of March 11, 2015
2. Discuss responses from Department Heads regarding compliance and Policy
3. Changes to RSA 33-A & RSA 91-A
4. Non-public minutes policy
5. Police Commission Minutes disposition
6. Future meeting planning February/March 2016

Mr. Rainier:

The disposition and place of storage for the sealed non-public meeting minutes of the now defunct Hooksett Police Commission would be resolved as follows.

Concerning the proper place of storage of those sealed, non-public meeting minutes, RSA 33-A:3 contemplates that the Town of Hooksett would have a Municipal Records Committee made up of the Town Council or their designee and the clerk, treasurer, an assessor, and tax collector. Unless otherwise provided by a municipal ordinance, that committee would be obligated to designate the office responsible for the retention of each type of record created for the municipality, including the now defunct Police Commission.

The authority to govern the disposition of the records of the Police Commission, including undertaking an inventory of those records, would also fall upon the Municipal Records Committee. The sealed non-public meeting minutes should not be unsealed by the Municipal Records Committee, unless the only manner available for undertaking an inventory of those records would be to unseal those records. In that event, the non-public meeting minutes of the Police Commission should not be unsealed by the Municipal Records Committee, but only by the Town Council. Should unsealing be deemed

essential to the inventory process, the Council should designate one Council member to review the minutes for that purpose only.

Finally, the meeting minutes, including sealed non-public meeting minutes, of the now defunct Police Commission must be retained as permanent records of the Town. See, RSA 33-A:3-a (LXXXII).

Stephen C. Buckley, Esquire

Legal Services Counsel

New Hampshire Municipal Association