

Municipal Records Retention Committee Meeting Minutes of 11/21/13

Attending: Christine Soucie-Finance Director; Jo Ann Duffy-Community Development; Jessica Call-Public Works; Evelyn Horn-Code Enforcement; Elayne Pierson-Assessing; Donna Fitzpatrick-Administration; Kim Blichmann-Tax Collector; Todd Rainier-Town Clerk

Todd called meeting to order at 9:35AM-reviewed minutes of previous meeting from 5/17/11. Informed committee that he emailed Town Clerk Association requesting input regarding electronic record retention policy, but has not received any valuable feedback yet from members.

Discussion was held about introducing an internal website, such as Hooksett Fire utilizes, to list job descriptions, duties, forms and policies and procedures.

Evelyn asked if the P-drive could be used for this purpose.

Christine stated that Fire, PD and Transfer do not have current access, unless they are administrator.

Donna expressed that the first step would be to gather all of the forms.

Evelyn stated that the last known item was a spreadsheet(recording location of documents within town).

Todd acknowledged the spreadsheet and asked for input from committee about sending it to departments for updating, then returning to him for compiling. Discussion ensued about timeline for each department to update and return document. It was decided that Todd would email the document to departments and request it be returned by January 1, 2014 with updates.

Kim asked for an email reminder to be sent to fill out document.

Jo Ann asked for a copy of RSA 33-A - Disposition of Records

Kim stated that, due to multiple statutes and guidelines, some retention timelines may be longer; e.g. Motor Vehicle paperwork. Longest retention guideline should be followed.

Todd stated that he would email RSA 33-A to departments when he sent the spreadsheet for them to update. He also informed the committee that per RSA 91 documents being held for longer than 10 years electronically must be in print form as well.

Donna stated that Katie asked to pass along that boards and committees are not aware their official, signed, approved minutes need to be sent to Town Clerk. Christine seconded this and cited the need to educate board and committee members of this. Todd stated that he would contact boards and committees and inform them of this.

Jessica brought the file that Jodi Pinard had accumulated with notes from previous Retention Committee meetings and gave to Todd.

Todd stated that, per RSA 33-A, Town Council must have a representative or designate on the Record Retention Committee. He will go before Council at next regular meeting and inform them of this.

Todd cited that a policy for the retention of records within Hooksett should be drafted by the committee and posted on the Town Clerk page of the Town website. He shared a copy of the policy from another NH town and agreed to send it to Committee members for review to be discussed as a solid example. Will be discussed at next meeting.

Christine noted that we follow RSA 33-A for retention timelines but other timelines must be observed, such as DMV.

Donna added that a footer should be included on the inter- departmental spreadsheet noting where documents are kept.

Jo Ann has a PDF converter as well as Dr. Shankle and Katie.

Discussion among the committee members about the best day for future meetings concluded that department head meeting days were not ideal due to potential for lengthy meetings on these days. It was agreed that the second Thursday of each month would be the tentative date, pending approval of Council, for future meetings. December 12th to be suspended.

Next meeting date: Thursday, January 12, 2014 at 9:30AM

Todd adjourned the meeting at 10:05AM