

MUNICIPAL RECORDS COMMITTEE
Meeting Minutes
February 26, 2014

Meeting was called to order at 9:30 am.

Present: Jessica Call (Public Works), Nancy Comai (Town Council), Donna Fitzpatrick (Administration), Evelyn Horn (Community Development), Todd Lizotte (Town Council), Elayne Pierson (Assessing), Todd Rainier (Town Clerk) and Christine Soucie (Finance).

Approval of Minutes

January 9, 2014 Minutes – The minutes were approved.

Update

T. Rainier informed everyone Mike Hoisington, Deputy Fire Chief inspected the vault at the Tax/Town Clerk's office. The vault has a 45-minute fire door and is fire resistant, not fire-proofed (nothing can be completely fire-proofed). A vault could be added within the vault for added protection. The gaps underneath the door will be caulked. Maintenance will be working on this.

The municipal records spreadsheet was updated. Further updates could still be sent to T. Rainier.

Record Retention Policy

The Record Retention (draft) Policy was presented.

The draft will be forwarded to all department heads for their input to be discussed at the next Management Team meeting. From there, the draft will be presented to the Town Council for approval and adoption.

The following amendments to the policy were suggested:

1. Add a "Table of Contents".
2. The term, "Municipal Records" will be used for consistency.
3. See attached copy of draft policy for other amendments.

Review of the policy will be continued at the next meeting on Wednesday, March 12, 2014 at 9:30 am.

Meeting adjourned at 11:15 am.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Record Retention Policy
Town of Hooksett New Hampshire
2014

Version 1.0

SECTION I: PURPOSE:

The purpose of this Records Retention Policy is to ensure compliance with all applicable State and Federal laws and regulations regarding record retention including, but not limited to those listed in RSA 33-A; while simultaneously recognizing the Town of Hooksett's (hereby referred to as The Town) administrative need to manage its' records and provide for their systematic destruction after all legal requirements have been satisfied and the record no longer has value to The Town or its' constituents.

SECTION II: AUTHORITY:

This policy is adopted in accordance with the **Town Charter and the following** governing laws of the State of New Hampshire: RSA 33-A (**See addendum.**).

SECTION III: APPLICABILITY:

This policy applies to all physical records generated in the course of The Towns' operation, including original, **traceable reproductions, as recorded with the Town Clerk**, and electronic records.

SECTION IV: DEFINITIONS:

MUNICIPAL RECORD – As used herein, shall refer to all municipal ~~documentary materials~~ **records**, whether in paper, electronic or any other form, prepared or received by The Town in connection with the conduct of its' official governmental function. A department that creates a record shall be considered the primary owner of that particular record **as defined in RSA 33-A.**

SECTION V: MUNICIPAL RECORDS RETENTION COMMITTEE:

- A. In accordance with RSA 33-A:3, The Town will establish and maintain a **Municipal Records Retention** Committee charged with governing the retention and disposition of municipal records. Said Committee shall be comprised of the following: A member of Town Council **or designee**; Town Clerk; Tax Collector; **Treasurer; Town Assessor, and representatives from the ~~Town Finance Director; Tax Assessor; Code~~**

~~Enforcement; Administration; Public Works Administrative Assistant; Community Development Director, and; Police Department Captain.~~ Following departments:

1. Administration
2. Community Development
3. Police Department
4. Public Works
5. Recycling & Transfer
- A.6. Sewer

- B. The Town has adopted a Record Retention Schedule (**Appendix A**) detailing the initial maintenance, retention and disposal schedule for municipal records of The Town in accordance with RSA 33-A. To ensure that this Schedule is followed, the Committee shall:
1. Monitor local, State and Federal laws affecting record retention, and;
 2. Modify the Record Retention Schedule as necessary to ensure that it complies with Local, State and Federal laws and/or addresses the appropriate document and record categories for the Town.
- C. The **Municipal Records** -Committee shall monitor compliance with (Section VI, A) of this policy and, if necessary, develop additional operational procedures to ensure that records are properly stored and accessible.
1. Any such additional procedures will be developed in a manner which takes into account the organizations' operational capabilities. The **Municipal Records Retention**-Committee may elect to use electronic methods of document storage, where appropriate.
 2. Any such additional procedures and/or storage processes will be incorporated as an Appendix to this Policy and be periodically reviewed by the Committee in order to ensure their level of efficiency and adequacy.
- D. The Committee shall monitor compliance with (Section VI, C) of this policy and, if necessary, develop additional operational procedures to ensure that records are consistently disposed of in a proper manner.
1. Any such procedures shall take into account:
 - i. Statutory requirements.
 - ii. The Towns' operational capabilities.
 - iii. That certain records contain sensitive and/or confidential information, and, as a result, must be destroyed and eliminated with particular care.
 2. These destruction processes will be periodically reviewed in order to ensure their adequacy and level of efficiency.
- E. The Committee shall review, **in February/March on an annual basis of each year**, the Record Retention Policy as a whole and recommend amendments as appropriate to comply with regulatory requirements and/or procedural changes.

SECTION VI: STORAGE, RETENTION, AND DISPOSAL OF MUNICIPAL RECORDS:

- A. Minimum Storage Procedures: Each department shall store their archived records in a box or cabinet and provide the following information on the exterior of the storage device: the department name, box number, retention period, scheduled disposition date, authority granting or allowing the disposition, and a general description of the contents. **It is recommended a master list of each location and box contents be maintained by each department head.**
- B. Retention of ~~Documents~~ Municipal Records: The Records Retention Schedule (Appendix A) details the retention period for specific types and categories of records in order to ensure legal compliance. In addition, this schedule is designed to accomplish other objectives such as the preservation of confidential and valuable administrative information, cost effectiveness, and space management. Scheduled records are those that, by ~~State statute and administrative rules or the Code of Town, State and Federal Regulations~~, need only be retained for a stated period. The **Municipal Records ~~Retention~~ Committee** may determine that such records (**i.e., grants from State, Federal or private agencies**) are to be maintained by The Town for a period longer than the minimum required period. If so, such determination shall be made a matter of record by incorporation into the Town-Wide Records Retention Schedule.
- C. Destruction of ~~Documents~~ Municipal Records:
1. Documents to be destroyed shall first be reviewed by the applicable Department Head to determine if any portion(s) of those records should be retained due to their historical value. If no reason exists to maintain the record beyond the retention schedule, the documents shall then be destroyed as follows:
 - i. Non-Confidential Documents – shall be disposed of with other paper recycled products or shredded.
 - ii. Confidential Documents – shall be shredded or taken to transfer station to be burned.
 - iii. Electronic Files – shall be deleted from the individuals' computer as well as any backup or permanent media storage.
 2. Each Department Head is responsible for maintaining a Document Destruction Log which shall contain the following minimum information:
 - i. Department destroying the record
 - ii. What record was destroyed
 - iii. The date the record was destroyed
 - iv. Who destroyed the record
 - v. RSA or authority giving the right to destroy the record
- D. Unauthorized Activities: All Municipal Records belong to The Public in perpetuity and shall not be destroyed, maliciously damaged, or retained by any person not entitled to do so by local, State and/or Federal regulations.

SECTION VII: SUSPENSION OF RECORD DISPOSAL:

In the event any official or employee of The Town is served with any subpoena or Right-to-Know request; or becomes aware of an investigation or audit concerning The Town or commencement of any litigation against or concerning The Town; such individual shall ensure that all records are preserved, regardless of Retention Schedule, until The Town's legal counsel determines that the records are no longer needed.

SECTION IX: ADOPTION:

The Town of Hooksett has adopted this Record Retention Policy effective _____ 2014.

_____ Town Council Chair

DRAFT

