

MUNICIPAL RECORDS COMMITTEE
Meeting Minutes
April 23, 2014

Meeting was called to order at 9:30 am.

Present: Kim Blichmann (Tax), Nancy Comai (Town Council), Jon Daigle (Police), Donna Fitzpatrick (Administration), Evelyn Horn (Community Development), Elayne Pierson (Assessing), Todd Rainier (Town Clerk) and Christine Soucie (Finance).

Approval of Minutes

March 12, 2014 Minutes – The minutes were approved.

Discussion

T. Rainier updated the worksheet (Town-Wide Record Retention Schedule) and added a column for Retention Timeline.

J. Daigle commented some of the Police Departments records have to be kept longer than the proposed retention timeline.

N. Comai stated the purpose of the policy is to be able to dispose of records legally. Department Heads can request to keep records longer than retention time. Note: Any available records are subject to Right to Know Law requests.

It was suggested to add a column for items that are exception to the rule, i.e., Police and Fire records and refer to, Section VI. B. *"The Municipal Records 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."*

Further changes were made to the policy (see attached policy).

The next steps in the process are as follow:

1. The final draft of the Record Retention Policy along with the schedule will be presented to the Department Heads at the next Management Team meeting on May 6, 2014.
2. Department Heads will be given 30 days to review the policy and submit their input. Note: The policy is a working document and can be amended at any time.
3. Department Heads will finalize the policy at the Management Meeting on June 3, 2014.
4. Municipal Records Committee will meet on June 11, 2014 to work on the final draft of the policy.
5. The policy will be presented to the Town Council to be reviewed and adopted.

Other Items of Discussion

- Personal Cellular Telephones – will bring to the Town Administrator's attention for a possible Administrative Regulation.
- Emergency Plans – Business continuity plans in case Town Offices need to be closed. K. Blichmann stated the Allenstown Clerk's office has a verbal agreement with Hooksett to use the Clerk's office in case of emergency. This item will also be brought to the Town Administrator's attention.
- Electronic Records – These are not addressed in the RSA. Police Department scans and saves documents in cd's and attach an affidavit from the individual who scanned the documents.

The next meeting will be held on Wednesday, June 11, 2014 at 9:30 am.

Meeting adjourned at 10:30 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 governing laws of the State of New Hampshire: RSA 33-A (Appendix A).

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 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 COMMITTEE:

- A. In accordance with RSA 33-A:3, The Town will establish and maintain a Municipal Records 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 each of the following departments:
 - 1. Administration
 - 2. Community Development
 - 3. Police Department
 - 4. Public Works
 - 5. Recycling & Transfer
 - 6. Wastewater

- B. The Town has adopted a Town-wide Record Retention Schedule (Appendix B) 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 - **Storage, Retention, and Disposal of Municipal Records**) 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 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 – **Destruction of Municipal Records**) 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, **unless Section VII (Suspension of Record Disposal) applies**, 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 of each year, the Record Retention Policy as a whole, including the Town-wide Record Retention Schedule (Appendix B) 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 Municipal Records:*** The Town-wide Records Retention Schedule (Appendix B) 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 Town, State and Federal Regulations, need only be retained for a stated period.

The Municipal Records 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 Municipal Records:

1. Documents to be destroyed shall first be reviewed by the applicable Department Head. 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 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 Towns' legal counsel determines that the records are no longer needed.

SECTION XVIII: ADOPTION:

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

_____ Town Council Chair