

**MUNICIPAL RECORDS COMMITTEE**  
**Meeting Minutes**  
**March 11, 2015**

Meeting was called to order at 9:05 am.

**Present:** Kim Blichmann (Tax) (arrived at 9:30), Nancy Comai (Town Council Rep), Jon Daigle (Police), Donna Fitzpatrick (Administration), Evelyn Horn (Community Development), Elayne Pierson (Assessing), Todd Rainier (Town Clerk) and Christine Soucie (Finance).

**Approval of Minutes**

June 11, 2014 Minutes – The minutes were approved. Donna F. abstained, not present at the meeting.

**Discussion**

**Adoption of Record Retention Policy**

The Town Council approved and adopted the proposed Record Retention Policy on August 13, 2014. The policy was added to the Administrative Code and is posted on the Town website under Administration Department.

**Implementation**

- All Department Heads will be asked to assess whether their departments are in compliance with the new policy and plan on working towards becoming compliant.
- The Town Clerk needs to know from each department which records are available/not available.
- The group consensus was to have an overall policy, which states if no other department has a copy of a particular document said document could be kept past retention period with the Municipal Records Committee's approval. Upon the committee's approval, it will be added to the retention schedule.
- Todd R. reviewed RSA 33-A and found no changes to the statute. He will check to see if there has been changes to RSA 91-A.
- Todd R. will e-mail all department heads advising them of the adopted policy and implementation procedures. This will be discussed at the next Management Team Meeting.

**Sealed Non-Public Meeting Minutes**

The group also had a discussion on sealed non-public meeting minutes. Non-public meeting minutes could be sealed by a recorded vote of 2/3 of the board members present. The group discussed when sealed minutes could be unsealed and made public. Note: After the meeting concluded, Todd R. provided some information on RSA 91-A:3, III via e-mail stating the following:

*“III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, **information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.**”*

The next meeting will be held on Wednesday, September 9<sup>th</sup> at 9:30 am.

Meeting adjourned at 10:05 am.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant