

TOWN OF MOULTONBOROUGH

Municipal Records Committee

603-476-2347

MEETING MINUTES

Committee Members: Barbara Wakefield, Town Clerk; Susette Remson, Tax Collector; Brownie Jones, Assessor; Laura Hilliard, Treasurer; and Heidi Davis, Board of Selectman Representative

Date: June 17, 2008

Location: Town Office Meeting Room
Notice of Meeting Posted at the Town Office and the Moultonborough Post Office on June 3, 2008

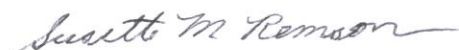
Members in Attendance: Barbara Wakefield, Susette Remson, Laura Hilliard and Heidi Davis

Meeting was called to order by Barbara Wakefield, Town Clerk at 9:00 am

1. Barbara Wakefield, Town Clerk was voted Chairperson and Susette Remson, Tax Collector was voted Vice Chairperson and Secretary. All meeting Postings, Agendas and Minutes will be kept by Susette Remson, Tax Collector.
2. Barbara Wakefield discussed the history of how the Town Clerk's were responsible and "the keeper" of all of the Municipal Records in the past. Over time the volume and responsibility grew to such an extent that the State changed the law to what we have today – RSA Chapter 33-A.
4. Pursuant to RSA 33-A:3, the Committee designated each Department Supervisor or Committee Chairperson responsible for the retention of their records. It was decided that Municipal Records Committee would provide all Department Supervisors and Committee Chairpersons with a copy of RSA 33-A:3-a *Disposition and Retention Schedule* (see attached). Any Department or Committee that wishes to dispose of any and all municipal records, including computerized material must:
 - A. Refer to RSA 33-A:3-A *Disposition and Retention Schedule*;
 - B. If the records have been retained beyond the minimum dates required, the Department Supervisor or Committee Chairperson shall submit to the Municipal Records Committee, a list of said records they intend to dispose of or microfilm. The Records Retention Committee will review the disposition requirements and notify the Supervisor or Chairperson of the results of its review.

Meeting was adjourned at 9:30 am

Respectfully submitted,



Susette M. Remson
Vice Chairperson/Secretary