

# **TOWN OF MOULTONBOROUGH**

Municipal Records Committee

603-476-2347

## **MEETING MINUTES**

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

Date: December 7, 2011

Location: Town Office Meeting Room  
Notice of Meeting Posted at the Town Office and the  
Moultonborough Public Library on November 21, 2011

In Attendance: Members Barbara Wakefield, Susette Remson and Gary Karp and  
Town Planner Bruce Woodruff

Meeting was called to order at 9:05 am

1. Susette Remson, Tax Collector informed the Committee that she was requesting approval to destroy Daily Cash Receipts/Journals that are over six years old. She indicated that RSA 33-A:3-a XIX requires that the journals be kept six years after last entry or until audited. Since the tax office is audited every year the journals could be destroyed yearly but she has chosen to hold onto them longer. However, the space in the vault is getting very limited and room is needed for permanent records. She also informed the Committee that the information can still be retrieved from the computer software. Gary Karp made a motion allowing the Daily Cash Receipts/Journals be destroyed, the motion was seconded by Barbara Wakefield and the motion was granted unanimously.

2. Bruce Woodruff was asked to give us a synopsis of his proposal to organize the permanent records regarding subdivisions, zoning, septic, etc. He indicated he has proposed going to a Master Map/Lot System File. There would be a master file for each map and lot which would then contain subfiles that would house building permits, septic designs, subdivision information and approvals, etc. so that all information is readily available. Currently subdivision information is kept in one area, zoning in another, building permits in another, etc. Although time consuming to get this organized, it will save a lot of personnel hours in the future trying to locate various documents. His plan is to start with all new applications/permits beginning in 2012 and, as time allows, organizing the historical documents. He is hoping that eventually all the documents will

be on-line in a database behind the map on GIS. Gary Karp asked Barbara Wakefield whether or not, as Town Clerk in charge of the Town's records, those documents need to be in her control and whether they need to be locked. She indicated that on June 17, 2008 the Committee designated each Department Supervisor or Committee Chairperson be responsible for the retention of their records and that they only need approval by this Committee if they intend to dispose of or microfilm documents. But we all agreed that not everyone should have access to the master Map/Lot System File documents as there is a greater chance of the documents being "misplaced". Bruce Woodruff indicated that he will look into the type of storage system he would recommend, put together his proposal/request and submit it to the Records Committee for review and possible submission to the CIPC in the near future.

3. The Committee members discussed meeting quarterly and all were in agreement. A tentative date was set for April 18, 2012 for the next meeting.

Meeting was adjourned at 9:55 am.

Respectfully submitted,



Susette M. Remson

Vice Chairperson/Secretary