

TOWN OF MOULTONBOROUGH

Municipal Records Committee

603-476-2347

MEETING MINUTES

Date: September 24, 2014

Location: Town Office Meeting Room
Notice of Meeting Posted at the Town Office and the
Moultonborough Post Office on September 15, 2014

In Attendance: Members: Barbara Wakefield, Town Clerk; Susette Remson, Tax
Collector; Gary Karp, Assessor; Laura Hilliard, Treasurer

Bruce Woodruff, Town Planner and Marie Samaha, Chairman of the
Conservation Commission

Absent: Heidi Davis, Board of Selectman Representative

Meeting was called to order at 8:30 am

1. The minutes of the December 7, 2011 meeting were approved.
2. Barbara Wakefield requested an update from Bruce Woodruff regarding the file organization project being conducted. He indicated the walls and doors were installed but as of yet not secured. The wooden shelving was found to be too large/bulky; therefore temporary. He has included in his budget metal shelving that would be more conducive. They have begun to create accordion type files based by map/lot that will contain subfiles to house building and occupancy permits, septic designs, information from the zoning and planning board documentation, etc. The project is massive and they have begun to file current documentation into the folders. He also informed the Committee that we should consider whether or not other departments, such as the Conservation Commission might want to have a file included within the accordion file. Discussion was held regarding whether or not other departments, such as Assessing and Conservation Commission would like to have a file included in the master file. It was decided that for the time being the Land Planning Department would be the only department filing documents. Perhaps once the project is more complete a decision can be made whether or not it would be advantageous to add documentation from other departments.

Bruce also took us on a tour of the file room as it stands and described his vision. Security was discussed regarding who should have access to the file room and what type of lock should be used. Concern was expressed regarding an employee accessing the file and not returning documentation. Bruce explained that everything going in the file from 2012 on has been scanned. The legacy data has not been scanned. We can look up the documentation on the town's shared drive entitled Map Lot Documents and it is in PDF format. They also do a monthly upload of the entire file to Cartographics. Marie Samaha indicated that there may be many duplicate files between the banker boxes in the file room and files in the filing cabinet in the offices. Discussion ensued regarding preventing duplication.

3. Barbara discussed RSA 33-A:3-a Disposition and Retention Schedule. One example was Invoices. There is one record indicated as "Invoice, assessors" which is a permanent record. It was discussed and determined that perhaps it was for independent assessors' hired by a municipality and does not involve Moultonborough. She also indicated that there were a lot of banker's boxes in storage marked "Invoices". Invoices and bills only need to be kept until audited plus one year. Gary will check with Heidi Davis to see if perhaps someone could begin going through the older boxes to see if those invoices could be destroyed. Dredge and Fill permits need to be kept for four years. Marie Samaha will review with the Conservation Commission whether or not they would want to review and destroy permits older than four years and it was suggested that they decide a timeframe they would be comfortable with such as 7 or 10 years. She will get back to us at the next meeting.

4. Barbara showed the Committee a proposed Records Destruction Authorization Form that could be used by departments when requesting to destroy records. Gary made a motion to accept the form as is and to have Barbara disseminate the form to all department heads and to discuss the form at the next department heads meeting. Motion was seconded by Barbara and all voted in the affirmative.

5. The Committee members discussed the next meeting date and set a date of December 3, 2014 at 8:30 am

Meeting was adjourned at 9:55 am

Respectfully submitted,

Susette M. Remson
Vice Chairperson/Secretary