

DRAFT 6-12-14

**Minutes of the Meeting of the Retention Committee held on June 9, 2014 at Richmond Town Hall.**

In attendance were Annette Tokunaga, Chair of the Committee, Lori Schmidt, Sandra Gillis, Kathy McWhirk, Steve Boscarino, and Carol Jameson, Secretary. The meeting was called to order at 8:20 PM.

On motion duly made and seconded, the minutes of the meeting held on April 22, 2014 were approved.

Pending projects:

Ms. Tokunaga will email the spreadsheets of the document retention lists to all members.

Ms. Tokunaga and Ms. Jameson will meet to go over the miscellaneous documents of the Health Officer and report back with any recommendations on retention.

Ms. Jameson will report at a future meeting on her research on keeping records of recordings of public meetings.

Mr. Boscarino will report back on his progress regarding the boxed material in the boxes sent to the archives to the secure facility in Keene, labeled as if they may be tax records. From many years ago He will contact the Librarian to try to further identify the records before determining whether to access and review any of the materials. The committee discussed whether to access all of the materials, considering the cost in time and money entailed to do this. Suggestions were made to consider sending volunteers to the archive facility to do some of the review, calling back boxes on a selective basis, or cross-referencing the documents boxes in the library and tax collectors data bases so that each of the library and the tax collectors office would know to access the library sent boxes for tax data, and not to destroy any records that are schedules to be kept indefinitely. These suggestions will be further considered at a later meeting when Mr. Boscarino can report back on his

discussions with the librarian regarding additional detail on box contents.

Ms. Jameson will go to the fire house to review that materials left for storage there by Ms. Thibideau several months ago.

The next meeting was scheduled for Monday, August 11 at 8:15.

The meeting adjourned at 8:50 PM.

Carol Jameson, Secretary