

Approved 6-9-14

Minutes of the Meeting of the Retention Committee held on April 22, 2014 at Richmond Town Hall.

In attendance were Annette Tokunaga, Chair of the Committee, Lori Schmidt, Kathy McWhirk, Steve Boscarino, and Carol Jameson. The meeting was called to order at 8:30 PM.

The minutes of the meeting held on October 21, 2013 were approved by Jameson, Tokunaga and Boscarino. Schmidt and Mc Whirk abstained. Ms. Tokunaga stepped down as secretary and Ms. Jameson was appointed in her place, all present approved the motion.

Ms. Tokunaga reported on her progress on cataloging the records of the Richmond Police Department and her meetings with Lynn Adams, assistant to the department. Tokunaga will email the spreadsheets listing the documents and retention schedules to the members of the Committee.

Ms Tokunaga reported on her meeting with the Richmond Health Officer and that going forward, the Health Officer will give over inactive records for safekeeping to Ms. Tokunaga, Town Clerk. The retention schedule for some of the more minor records that are difficult to classify was discussed. Jameson and Tokunaga will go over these together to make a determination on retention.

Mr. Boscarino, Tax Collector, reported on his progress in moving records to the secure facility in Keene in January. He also reported that the Richmond Public Library has sent boxed materials from its archives to this same facility, some of which have titles that sound as though they may be tax records that should be retained and subject to recall if needed by the Tax Collector. Boscarino will contact the Librarian to access and review these materials, and will catalog any that are to be retained as tax records rather than general archival materials.

The Committee discussed a retention schedule for information requests made by the public under RSA 91-A. The Committee unanimously

approved a retention schedule of current year plus three, as recommended by the attorney at the NHMA (Paul Sanderson).

The Committee discussed a retention schedule for recordings of municipal meetings and the general consensus that these are typically to be destroyed once there are approved minutes of the subject meeting. Jameson will consult with the town attorney and report back at the next meeting of the Committee.

Tokunaga reported on her meeting with Kim Mattson, land use assistant, regarding records of the Planning Board. Tokunaga will create a spread sheet of the records based on her findings.

The next meeting was scheduled for Monday, June 9 at 8:15.

The meeting adjourned at 9 PM.

Carol Jameson, Secretary