

DRAFT 6-18-17
Minutes of the June 12, 2017 Meeting of the Retention Committee

The Retention Committee met on June 12, 2017 at 5:18 at the Selectmen's Office. Present were Annette Tokunaga, Chairman, Carol Jameson, Secretary, Christin Daugherty, William Daniels and Steve Boscarino. Lori Schmidt was absent.

The minutes of the April 17, 2016 meeting were approved with one correction. In the following sentence of the draft minutes:

"Ms. Tokunaga noted the health records given by the prior Health Officer, Mr. Beauregard, to the Town upon his resignation, such documents having been in his inactive file and there being no retention period noted for these particular documents in the applicable RSA, as discussed at the last meeting. "
delete "upon his resignation"

Ms. Tokunaga distributed an addendum to the retention schedule for additional records not listed in RSA 33-a 3A, with the retention schedule for such records as had been previously determined by the Committee. The schedule is retained by the Town Clerk, Ms. Tokunaga, and may be obtained through her office.

Ms. Jameson reported that she had no information on the records that may be located in the firehouse (as discussed at the last meeting). She will follow-up.

The Librarian and Town Archivist, Wendy O'Brien, met with the Committee to discuss the disposition of records kept under a retention schedule, once the records are no longer required to be retained as per the scheduled period required by law and retention period policies. Could these records, if not confidential, be turned over to the Town Archivist for review, instead of destroyed, for the Archivist to determine whether to keep them for historical value in the Town Archives. Documents that are required to be kept permanently would not be turned over to the Archivist, since the retention period does not expire, and confidential records too would be destroyed properly and not turned over to the Archivist. The Committee discussed the matter and agreed to do so. The transfer of such records to the Town Archivist (i.e., for which the retention period has expired and which are not confidential) would be documented in a itemized transfer record/receipt, which record would itself be kept permanently as a Town record.

The Committee discussed confidentiality of certain records, such as certain records generated by the Town Clerk regarding dog licenses and motor vehicles, for which confidentiality is required under specific statutes even where the information can in some cases be legally obtained from other sources. Such records would not be released to the Archivist.

The Committee then discussed certain boxes marked as old tax records from much earlier periods, which were in the Town Archive collection retained at the secure records storage facility in Keene. This is the same facility in which the Tax Collector maintains storage of certain

tax records. The Tax Collector is aware and has a listing of the boxes, as does the Town Archivist. Due to the cost of retaining, reviewing, and restoring (in the same facility), the Committee had earlier determined to retain the boxes in the facility, available to the Tax Collector if needed for review. The Tax Collector and Town Archivist will give the Town Clerk a listing of these boxes.

The next meeting of the Committee was scheduled for September 11, 2017 at 5:15 PM.

The meeting adjourned at 5:40 PM.

Respectfully submitted
Carol Jameson, Secretary