

DRAFT 8-26-16
Minutes of the August 22, 2016 Meeting of the Retention Committee

The Retention Committee met on August 22, 2016 at 5:15 at the Selectmen's Office. Present were Annette Tokunaga, Chairman, Carol Jameson, Secretary, Steve Boscarino, Christin Daugherty, and Kathy McWhirk (arrived at 5:30).

The minutes of the June 13 meeting were approved with one correction – correcting a typo in the word “archives” on page 2 by inserting the “r”.

The Committee decided not to issue corrected minutes now or as a general policy. Corrections to draft minutes shall be reflected on the minutes of the meeting in which the corrections or changes are approved.

The Committee noted that the meeting scheduled for July 18 had not been held but had been rescheduled for August 15 and then rescheduled for August 22 due to lack of a quorum.

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.

Tokunaga reported that she had delivered the DES records dated 1973-2009 (as discussed at the last meeting) to the Selectmen's office for review and disposal or retention for business purposes as they may determine, such records being outside of the legal retention period.

Tokunaga reported that she had sent out the retention schedule charts to the Committee members in the period since the last meeting, she also handed out a list of retention periods approved by the Committee with respect to documents not covered in this chart.

Tokunaga and Jameson reported on their meeting, research and resultant recommendations regarding the records left by the Health Officer (as discussed at the last meeting):

DES Reports of Laboratory Analysis – recommend retention period of CY (current year) +3 years, these documents from 2003 may be disposed of now as they are outside of retention period. Committee approved.

Animal bite reports (also kept by Keene health department and Richmond PD) – recommend retention period of CY+3 years. Tokunaga will follow-up with new health officer as to whether these reports are public. Dispose of any older than retention period. Committee approved.

Health officer reports – retain for CY+3 years, dispose of any older. Tokunaga will follow-up on whether these reports are public. Committee approved.

Correspondence between DES and resident regarding discharge of oil, town copied on document. Characterize as miscellaneous correspondence between DES and property owner, recommend retention for CY+ 3years and then disposal. . Committee initially approved but, as

a result of subsequent conversation about other DES correspondence, later determined to revisit the topic at next meeting (see below).

Inspection reports relating to a particular property – recommend retention period of CY+3 by the Selectmen’s Office, then for their determination of whether they have a business reason for retaining the records beyond the legal retention period (e.g., relevant in the map and lot file).

Correspondence between Health Officer and property owner – for Selectmen Office review.

Correspondence between DES and property owners about the water quality in the 4 Corners area – Committee discussed whether DES correspondence should be kept in the map and lot file, what retention period should apply, and determined to reconsider the matter and discuss it further at the next meeting.

The meeting adjourned at 6 PM. The next meeting is scheduled for November 21 at 5:15 in the Selectmen’s office.

Respectfully submitted
Carol Jameson, Secretary