

Town of Windham
Record Retention Committee

Minutes

11-17-2011

Members Present:

Nicole Merrill Chair, Rex Norman, Ruth Robertson, Margaret Case, Doreen Demone, Norma Ryan

Excused: Dana Call, Robert Skinner, Roger Hohenberger, Kathleen DiFruscia

Meeting was call to order at 4:05 pm

Minutes were reviewed and a motion to amend by adding Robert Skinner to the list of members present was made by Rex Norman and seconded by Norma Ryan Minutes approved as amended unanimous

Nicole handed out a list of the records in the Town Clerks Office and schedule for retention. The committee reviewed this document and then was given a tour of the Town safe. The committee reviewed the condition of the safe and the way records were being taken care of. It was noted that there are many very old records that need to be better preserved. Margaret Case will speak to the Historic committees. She will invite them to a future meeting.

The committee with be reviewing and visiting all departments to see how records are keep Next department will be the Assessing. Meeting adjourned at 5pm

Submitted by

Margaret A Case

