

**Town of Windham – Records Retention Committee
Meeting Minutes**

Thursday, February 16th 2012 at 4:00pm

Meeting Location: The Police Station Conference Room

Members in attendance: Nicole Merrill, Rex Norman, Margaret Case, Dana Call, Doreen Demone and Norma Ryan

Robert Skinner, Ruth Robertson, Kathleen DiFruscia, and Roger Hohenberger were unable to attend

Minutes

A motion was made by Margaret and seconded by Rex to approve the minutes of the January 26th 2012 meeting. All members who were present at that meeting voted in favor.

Agenda

- * The Police Department's Record spreadsheet was passed around and Norma Ryan went through the list with everyone.**
- * There were questions asked about how the filing procedures go in the department. There are records from 1972 that need to be looked through and separated between categories and then follow the RSA 33-A.**
- * Norma also mentioned about getting an approval from the Records Retention Committee regarding a more secure place to keep their records.**
- * Norma showed the Committee the current location of where they keep their current records. We then toured the Records Room where they have older records kept.**

Misc

- Tom Case donated boxes from the Cable Studio so that the archival records can be stored in boxes the proper way. Margaret Case noted that she will donate her time to put the older records in the boxes.
- Margaret also donated 150 hours to convert all Planning Board meetings from VHS tape to CD.
- Dana Call spoke to Jack McCartney about his Highway Department Records. There might be a possibility to ask the Thorndike family if they might be willing to donate any records to the Trustees of the Museum.
- At the next Department Head meeting the Records Committee should be able to give everyone some updates on what the Committee is working on.
- Rex Norman wanted to determine at some point, exactly how much room all of these records take up as a whole.

Motion to adjourn by Norma Ryan and seconded by many. Meeting adjourned at 5:00pm.

Next meeting scheduled for March 22, 2012.

Respectfully Submitted,

Nicole L Merrill