

Town of Windham – Records Retention Committee
Meeting Minutes

Thursday, March 22, 2012 at 4:00pm

Meeting Location: The Bartley House Conference Room

Members in attendance: Nicole Merrill, Rex Norman, Margaret Case, Doreen Demone, Dana Call, Norma Ryan, Roger Hohenberger, Kathleen DiFruscia, and guest David Sullivan.

Robert Skinner and Ruth Robertson were unable to attend.

Minutes

A motion was made by Margaret and seconded by Norma to approve the minutes of the February 16th meeting. All members who were present at that meeting voted in favor.

Agenda

- The Administration Department's spreadsheet was passed around and Dana and David went through the list with everyone, highlighting that the actual "gray areas" are colored gray for the effect. The Committee concurred that from that point forward, the remaining Departments in the Town should be followed in a similar pattern. Dana and David mentioned that they have a fireproof file cabinet in the building, which contains the most critical records. The remainder of the other records are located in the vault at the Town Hall. Some questions arose on particular records that should be kept and how long i.e the gray areas. Once all of the Departments are looked at, as far as records go, the Committee will focus more on those particular gray areas and decide a policy to be put in place regarding those areas.

- Norma from the Police Department wanted to update everyone about how the Police Department is consolidating their records since the previous meeting.
- The topic of scanning was discussed and the question was asked on what should be scanned comparable for each department. What is troublesome is that technology is changing radically and nobody knows what will be read in the future. Another thing to think about is which Department has the manpower and resources to scan. Another reoccurring topic that keeps on being brought up is the duplications. Once every department is looked at we then will have a chance to look at the big picture.
- Another mention was to get every Committee and Board involved and on the same page, perhaps the Chairman of each group.

Dana Call made the motion to adjourn at 5:15pm. All in favor to adjourn. Next meeting to be held on April 19, 2012 at the Windham Fire Station.

Respectfully Submitted,

Nicole Merrill