

Town of Windham - Record Retention Committee

Meeting Minutes

Thursday, May 17th 2012 at 2:30pm

Meeting Location: Community Development Department

Members in attendance:

Nicole Merrill, Margaret Case, Gerry Lewis, Ruth Robertson, and special guest, Mimi Kolodziej from the Community Development Department.

Dana Call, Kathleen DiFruscia, Doreen Demone, Rex Norman, Roger Hohenberger, and Bob Skinner were excused.

Agenda

- The committee looked over the schedule for the Community Development and asked questions to Mimi.
- Some of the records that were included were unnecessary to be in the schedule, and some of the records could be consolidated.
- Mimi noted all the necessary changes and the Committee decided that the next meeting would reconvene with Community Development again.
- The final schedule will be sent out prior to the meeting so the Committee can look over the changes.
- There was also some discussion to who should hold the official record and the committee all concurred that the official should be kept in the Town Hall vault, with the back up copy located to that particular department.

Minutes

* The committee couldn't approve the minutes for April's meeting because the members that were present weren't in attendance to the prior meeting. Therefore, the minutes will be approved for May's meeting.

Meeting adjourned at 3:05pm.

Respectfully Submitted,

Nicole L Merrill