

**Windham Record Retention
Committee
Minutes 07-07-16**

The meeting was called to order at 10:30 am.

Present: Nicole Bottai, Chair, Margaret Case, Secretary, Kathleen DiFruscia, Julie Suech, Jennifer Hardy, Ross McLeod, Doreen Demone, and Robert Coole

Excused: Ruth Robertson, Daniel Popovici-Muller,

Guests: David Sullivan

Motion to approve the minutes of June 19, 2016 by Kathleen DiFruscia, seconded by Jennifer Hardy. Voted in the affirmative.

The Committee reviewed 4 proposals for Records Digitization/vault organization, 2 of which did not bid. The following vendors submitted bids:

Vendor	Total Cost
Inception Technologies	\$27,454.20
King Informational Systems Inc.	No bid
Morgan Records Management	\$26,397.50
TAB Products	No bid

Applicants will be scheduled for an interview on July 28. Nicole will contact applicants to set up a time.

Motion to adjourn by Kathleen DiFruscia, seconded by Julie Suech.

Voted in the affirmative 8-0

Meeting Adjourned at 11:40am

Submitted by:

Margaret Case, Secretary RRC