

Windham Record Retention
Committee
Minutes 11-19-2015

The meeting was called to order 10:30am

Present: Nicole Bottai, Chair, Margaret Case, Secretary
Doreen Demone and Bob Coole

Excused: Joel Desilets

Absent: Ruth Robertson

Minutes: A motion to approve the minutes of 10-15-2015 made by
Doreen Demone and seconded Bob Coole Vote: 4-0

Nicole informed the committee that the BOS approved the changes/
Amendments to the Record Retention Policy on 10-19-15. A request for
new members will be in the paper.

Nicole has drafted a letter/memo to all Department Heads, Boards,
Committees and Subcommittees. The RRC reviewed the Letter/memo
and made a few updates to be in compliance with RSA: A 16. Motion to
send letter/memo with updates by Doreen Demone and seconded by
Bob Coole Vote 4-0
(Letter/Memo is attached)

Motion to adjourn was made by Bob Coole and seconded by Doreen
Demone at 11:45am. Vote 4-0

Submitted by:

Margaret A Case, Secretary

Memo To all Boards, Committees, Sub-committees, and Department
Heads:

In accordance with RSA 33-A: 3, the Town of Windham has established and is currently maintaining a Records Retention Committee. This Committee is charged with governing the retention and disposition of all municipal records for the Town of Windham. The Town adopted a Record Retention policy in 2011, and on October 19, 2015, the Board of Selectmen amended and added Appendix A to the Policy, to read as follows:

1. The records of the boards, committees, and departments shall be kept by the Clerk and made available for public inspection at Windham Town Hall in accordance with RSA 41:58.

2. Minutes of all public bodies are required to include names of board or committee members, persons appearing before the board, a brief description of the subject matter, and any final decisions reached or action taken; and shall be open to public inspection within five (5) business days of the public meeting. (RSA 91-A; 2, II)

- A. Minutes shall be provided, in hard copy, to the Town Clerk for retention within ten (10) calendar days of their approval.

- B. When forwarding approved minutes to the Town Clerk, there shall be no altercations, markings, or strike-outs of any kind thereon. These documents are permanent records, and it is the Town of Windham's responsibility to preserve the integrity of same.

- C. Notwithstanding subsection A above, each individual board or committee shall have the ability to retain their minutes for the duration of the any calendar year, but will be required to turn same over to the Town Clerk within fifteen (15) business days of the end of calendar year, or when minutes become approved.

D. When providing minutes to the Town Clerk in such bulk fashion, it shall be the submitter's responsibility to ensure that they are organized chronologically and properly banded or bound together.

To clarify any confusion, we wish to reiterate the importance of centrally locating all Town Minutes in a safe and secure environment, which would be in the Town Hall records vault. The Record Retention Committee is working to ensure all meeting minutes are in the custody of the Town Clerk and not in individual offices or committee members' homes.

In order to maintain efficiencies in all committees, boards, offices and the Town Clerk's Department, we request that all minutes are relinquished in bulk, unless explicitly agreed upon otherwise, one year at a time and bound when received.

We are respectfully requesting that these original copies be turned over to the Town Clerk, and that your department utilize either a second copy or the Town website if past minutes are needed for research purposes. We believe it is each Board/Committee's responsibility to ensure the Town Clerk receives a complete set of final, approved minutes without any markings of any kind, and that it is not the Town Clerk's nor the Record Retention Committee's responsibility to print these minutes from the website.

Noted below are the Committees and Boards that are being asked to comply:

Beautification (111/Town Center) Committee

Board of Selectmen
Cable Advisory Board
Campbell Farm Committee
Capital Improvement Plan
Cemetery Trustees
Conservation Commission
Depot Advisory
Design Review Committee
Economic Development Committee
Forestry Committee
Hazmat Mutual Aid
Historic District/Heritage Commission
Highway Safety Committee
Historic/Searles Committee
Housing Authority
Joint Loss Management Committee
Land Use
Library Trustees
Local Energy Committee
Museum Trustees
Planning Board
Recreation
Supervisors of the Checklist
Village Center District
Zoning Board of Adjustment

It shall be the responsibility of the Committee/Board/DH to assign a contact person to communicate and provide the approved minutes to the Town Clerk in compliance with RSA 41:58.

In addition, we bring to your attention RSA 41:24 Copies of Records. –
“The town clerk shall furnish, to any person requesting it and tendering

pay therefor, an attested copy of any public record in his custody; and for neglect or refusal to do so he shall be guilty of a violation.”

Without receiving these minutes from the Board and Committees directly, the Town Clerk may be unable to comply with RSA 41:24, and thus be in violation of the law.

Thank you in advance for your prompt attention and cooperation in this matter. If you should have any questions or concerns, please attend our next scheduled meeting, which are held every 3rd Thursday of every month upstairs of Town Hall at 10:30am or contact NBottai@windhamnh.gov

Regards,

Nicole Bottai
Margaret Case
Robert Coole
Doreen Demone
Joel Desilets
Ruth Robertson