

Town of Windham-Records Retention Committee Minutes  
August 28, 2013

Members Present: Nicole Bottai, Chair, Dana Call, Margaret Case, Bob Coole, Doreen Demone and Kathleen DiFruscia.

Excused: Roger Hohenberger, Robert Skinner, Ruth Roberston and Rex Norman.

Meeting was called to order at 10:35am

The Meeting was called to formulate a response to the Letter from Laura Scott of the Community Development Dept. regarding minutes.

The Committee reviewed the letter and a response will be sent. (attached)

Motion to adjourn was made by Bob Coole at 11:20am and seconded by all

Respectfully submitted by

Margaret A Case

August 28, 2013

Re: Outcome of Record Retention Meeting  
Ms Scott,

Please be advised that the Records Retention Committee met and it was decided by the Committee that:

- 1) Your new deadline for past approved minutes that were listed in the original memo is now November 1, 2013. We assume that since we sent the original memo your department has been working towards this goal. At this point, this is our top priority and time is of the essence.

- 2) Due to limited space in The Town Clerk's Office, and in order to maintain efficiencies in both your office and the Town Clerk's Office, we request that minutes for year 2013 and years thereafter NOT be sent over weekly, but in bulk, one year at a time. If you need further clarification on this please refer to the original memo, the paragraph under the RSA 41:24.
- 3) Lastly, your concern in regards to records being stored in locations other than the Community Development Department, we are pleased to know that they are only held in that department. We have come across various other boards/committees that have stored records in their homes.

The main objective is that the Town of Windham complies with the State Laws, and that all permanent records be consolidated into one centralized location (i.e Town Hall vault). Looking over your response it appears that we've covered your relevant concerns. If you have any further questions or need any more clarifications, please feel free to attend our next meeting on September 19, 2013 at 10:30pm upstairs at the Town Hall.

Thank you for your prompt attention to this matter,  
Nicole L Bottai  
Dana Call  
Kathleen DiFruscia  
Margaret Case  
Doreen Demone  
Robert Coole  
Rex Norman  
Record Retention Committee members

Cc: Board of Selectmen  
Town Administrator