

Town of Windham-Records Retention Committee

Meeting Minutes

Thursday, April 19 2012 at 4:15pm

Meeting Location: Fire Department Conference Room

Members in attendance:

Nicole Merrill, Margaret Case, Rex Norman, Doreen Demone, Bob Skinner, Roger Hohenberger, and special guest, Charlotte Misuracca from the Fire Department.

Dana Call, Ruth Robertson, and Kathleen DiFruscia were excused.

Minutes

A motion was made by Margaret and seconded by Rex to approve the minutes of the January 26th 2012 meeting. All members who were present at that meeting voted in favor.

Agenda

- **The committee went over the Fire Department's retention record spreadsheet. Charlotte mainly had a question about one of the gray areas, particularly the Comstar paperwork. The committee determined that it would be classified under Invoices and Bills the retention period would be until audited plus a year.**

Misc

- **Nicole thanked Margaret Case and Carol Pynn for volunteering their time to organize archival records in the vault. Now they are in boxes with labels and in order, so they are more accessible.**
- **Nicole asked the group if would be feasible to change the meeting time to 2:30pm rather than 4:00pm. It's hard for the workers at Town Hall and Administration to get over for 4:00pm, just in case they have residents that they are helping. All in favor for the request.**
- **Nicole reminded the committee that the next Department on the agenda is Laura from Community Development. The committee concurred that she was also involved with various committees and boards so that she would have information about JLMC, Stormwater Management, Energy Committee, Economic Committee, and more. Once she meets with the committee we will get more information about the records with those particular committees and boards.**
- **Various other Sub-Committees were mentioned, for example, Supervisors of the Checklist, Cable Board, Emergency Management, Housing Authority, Highway Safety, and the Library Trustees. Once every department is finished the committee will reach out to the various committees.**
- **Nicole noted that regrettably Norma Ryan from the Police Department will no longer be on the committee, she put in her notice and will be working for another municipality. The committee wished her well in her future endeavors.**

**Motion to adjourn by Rex Norman and seconded by many.
Meeting adjourned at 5:21pm.**

**Next meeting scheduled for 5/17/2012 at 2:30pm at the
Community Development Department.**

Respectfully Submitted,

Nicole L Merrill